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SECRETARY OF THE AIR FORCE**

**AIR FORCE INSTRUCTION 11-2C-32B,
VOLUME 3**



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Flying Operations

C-32B OPERATIONS PROCEDURES

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This instruction implements Air Force Policy Directive (AFPD) 11-2, *Aircraft Rules and Procedures* and references AFI 11-202V3, *General Flight Rules*. It establishes policy for the safe and successful operation of C-32B aircraft employed by Air Force Special Operations Command (AFSOC). It provides policies and procedures for most circumstances, but should not replace sound judgment. It is applicable to Air National Guard (ANG) units. This instruction does not apply to Air Force Reserve Command (AFRC) or Civil Air Patrol (CAP). This instruction requires the collection, maintenance or dissemination of information protected by the Privacy Act of 1974. When personal information is collected, personnel will be provided with a Privacy Act Statement. at: <http://privacy.defense.gov/notices/usaf/> . Authorities for maintenance of this system are 37 U.S.C. 301a (*Incentive Pay*); Public Law 92-204, Section 715 (*Appropriations Act for 1973*); Public Laws 93-570 (*Appropriations Act of 1974*), 93-294 (*Aviation Career Incentive Act of 1974*); DOD Directive 7730.57 (*Aviation Career Incentive Act of 1974 and Required Annual Report*), AFI 36-3004 (*Aviator Continuation Pay (ACP) Program*) and Executive Order 9397 (*Numbering System for Federal Accounts Relating to Individual Persons*), November 22, 1943 as amended by Executive Order 13478 (*Amendments to Executive Order 9397*) relating to Federal Agency Use of Social Security Numbers, November 18, 2008. The Privacy Act System of Records Notice F011 AF XO A, Aviation Resource Management Systems (ARMS), which is located at <http://privacy.defense.gov/notices/usaf/F011AFXOA.shtml>, covers required information. The retention and disposal section of this system of records states the file is released to member upon separation. The Paperwork Reduction Act of 1974 as amended in 1996, and the Air Force Forms Management Program IAW AFI 33-360 affects this instruction. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with Air Force Records

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Chapter 1

GENERAL INFORMATION

1.1. General.

1.1.1. This AFI provides procedures for C-32B operations and applies to C-32B aircrews and all management levels concerned with operation of the C-32B. It is a compilation of information from aircraft flight manuals, Flight Information Publications (FLIP) publications, and other Air Force directives, as well as an original source document for many areas. It is written for normal and contingency operations to reduce procedural changes at the onset of contingencies. For those areas where this AFI is the source document, waiver authority will be in accordance with paragraph 1.4. of this AFI. For those areas where this AFI repeats information contained in other source documents, waiver authority will be in accordance with these source documents. When guidance in this AFI conflicts with basic source documents, those documents take precedence. Headquarters Air Force Special Operations Command (HQ AFSOC)/A3VS has responsibility for the overall administration of this instruction. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

1.2. Applicability. This AFI is applicable to all individuals, units and managers operating or supporting ANG C-32B aircraft. It does not apply to AFRC or CAP personnel.

1.3. Key Words Explained.

1.3.1. "Will" and "shall" indicate a mandatory requirement.

1.3.2. "Should" is used to indicate a preferred, but not mandatory, method of accomplishment.

1.3.3. "May" indicates an acceptable or suggested means of accomplishment.

1.3.4. "**NOTE**" indicates operating procedures, techniques, etc., considered essential to emphasize.

1.3.5. "**CAUTION**" indicates operating procedures, techniques, etc., which could result in damage to equipment if not carefully followed.

1.3.6. "**WARNING**" indicates operating procedures, techniques, etc., which could result in personal injury or loss of life if not carefully followed.

1.4. Deviations and Waivers. Do not deviate from the policies and guidance in this AFI except when the situation demands immediate action to ensure safety.

1.4.1. Although this publication provides guidance for aircraft operations under most circumstances, it is not a substitute for sound judgment. When it is necessary to protect the crew and aircraft from a situation not covered by this instruction and when immediate action is required, the Pilot In Command (PIC) has ultimate authority and responsibility for the course of action to be taken. Report deviations, without waiver, through channels to MAJCOM/A3 within 48 hours, followed by a written report, if requested. Unless otherwise indicated, MAJCOM/

(Operations) A3 is the waiver authority for operational procedure requirements contained in this volume. Request waivers through Standardization/Evaluation channels.

1.4.1.1. For the purposes of this instruction the “National Guard Bureau (NGB)” is considered a MAJCOM.

1.4.2. Waiver requests will use the following waiver protocol.

1.4.2.1. ANG Directed Missions. The ANG headquarters maintains command and control (C2) and waiver authority for ANG crews performing any ANG directed mission prior to mobilization. Waiver authority for these missions is the NGB/A3 unless otherwise directed by this AFI.

1.4.2.2. AFSOC Directed Missions. Waiver authority for ANG units flying AFSOC missions is the HQ AFSOC/A3 unless otherwise directed by this AFI.

1.4.2.2.1. HQ AFSOC/A3 may delegate this authority to Commander Air Force Special Operations Forces (COMAFSOF) for operationally assigned SOF during deployed/contingency operations. If the HQ AFSOC/A3 chooses to delegate waiver authority, it will be documented in writing and will specify which portions of this instruction may be waived by the COMAFSOF.

1.4.2.2.2. When waiver authority is delegated, AFSOC/A3V will receive a copy of all approved waivers.

1.5. Supplements. Operations Group (OG)/CC (or equivalent) shall define local operating procedures in a supplement to **Chapter 10**. OG/CC (or equivalent) shall obtain MAJCOM/A3 approval prior to releasing **Chapter 10**. Local supplements shall not be less restrictive than this AFI.

1.6. Distribution. Unit commanders provide copies for all aircrew members and associated support personnel.

1.7. Changes. Recommendations for improvement to this instruction are encouraged. Send to 150 SOS/DOV, on an AF Form 847, *Recommendation for Change of Publication*. 150 SOS/DOV will coordinate all changes through AFSOC/A3VS and NGB/(Training) A3T.

Chapter 2

COMMAND AND CONTROL

2.1. General. The AFSOC command and control (C2) system is based on the principles of centralized monitoring through the 623rd Air and Space Operations Center (AOC) and decentralized control and execution. The result is a C2 mechanism which keeps the AFSOC Commander informed of the current status of forces while enabling the wing or group commander to exercise control over day-to-day execution of operations.

2.2. Operational Control (OPCON). AFSOC is designated as the controlling agency for United States Special Operations Command (USSOCOM) assigned aircraft, while Theater Special Operations Commands (TSOC) have OPCON of theater-based assets. In practice, responsibility for planning and executing AFSOC missions is routinely delegated to the wing or group commander. The wing or group commander, in turn, exercises control of non-close-hold missions through the appropriate C2 agency. In the event that assigned/aligned forces undergo a change in operational control (CHOP), responsibility for mission monitoring passes from the wing or group C2 facility to the gaining command. Changeover will be accomplished in accordance with (IAW) the pertinent Operation Plan (OPLAN), Operation Order (OPORD), or deployment/execution order (DEPOD).

2.3. Execution Authority. Execution approval for all operational missions will be received from the MAJCOM/C2. The 108 OG/CC (or equivalent) is the executing authority for local training missions. The PIC has mission execution authority while operating outside communications channels.

2.3.1. Supplemental Training Mission (STM). Opportune airlift of cargo and mission personnel may be accomplished as a by-product of crew training missions. STM's may be authorized when minor adjustments can be made to a scheduled training mission or when a productive aircrew-training mission can be generated for the airlift. The training mission will not be degraded in any manner to accomplish the STM. The OG/CC (or equivalent) with Wing/CC coordination may approve STM's.

2.3.2. Off Station Training Flight (OSTF). Wing/CC (or equivalent) is the approval authority for all off station trainers. Prior to approval, commanders will carefully review each proposed trainer's itinerary to ensure it justifies and represents the best avenue for meeting training requirements. Commanders approving off station trainers will forward a copy of the planned itinerary to the NGB/ A3JG (NGB Special Missions Branch) and AFSOC/ A3Q (AFSOC Special Missions) no later than 30 days prior to departure for training that will remain overnight (RON) outside U.S. jurisdiction and no later than 7 days for training that will RON within U.S. jurisdiction. If it is not possible to meet these lead times, submit itineraries as soon as possible and approval will be on a case-by-case basis.

2.4. Pilot In Command Responsibility and Authority. APIC is designated for all flights on the flight authorizations in accordance with AFI 11-401, *Flight Management* and applicable MAJCOM supplements. PICs are:

2.4.1. In command of all persons aboard the aircraft.

2.4.2. Responsible for the welfare of the crew and passengers and the safe accomplishment of the mission.

2.4.3. Vested with the authority necessary to manage crew resources and accomplish the mission.

2.4.4. The final mission authority and will make decisions not specifically assigned to higher authority.

2.4.5. The final authority for requesting or accepting any waivers affecting the crew or mission.

2.4.6. Responsible for passing mission progress reports daily to C2 agencies. PICs must inform C2 agencies of factors that may impact mission accomplishment.

2.4.7. Responsible for interaction between aircrew members, mission support personnel and passengers. PICs will establish a point-of-contact (POC) with the appropriate C2 agency prior to entering crew rest.

2.5. Mission Clearance Decision. The final decision to delay a mission may be made either by the agency with OPCON or the PIC when, in the opinion of either, conditions are not safe to start or continue a mission. Final responsibility for the safe conduct of the mission rests with the PIC. If the PIC refuses a mission, it will not depart until the conditions have been corrected or improved so that the mission can operate safely. Another PIC and aircrew will not be alerted to take the same mission under the same conditions.

2.5.1. Diverting or rerouting a mission must be authorized by the commander with OPCON, except in an emergency or when required by enroute or terminal weather conditions or facilities. In the event of an emergency or weather – related divert or reroute, the mission or PIC must notify the controlling authority as soon as possible.

2.5.2. The controlling authority directing the rerouting or diversion is responsible for ensuring destination requirements or facilities are adequate for the aircraft.

2.5.3. The PIC will notify the controlling authority of any aircraft or aircrew limitations that may preclude diversion or rerouting of the mission.

2.5.4. When directing an aircraft to an alternate airfield, the controlling authority will ensure the PIC is provided existing and forecast weather for the alternate. If the planned alternate is unsuitable upon arrival at destination, the controlling authority will advise the PIC of other suitable alternates.

2.6. Aircrew Responsibilities. The PIC is the focal point for interaction between aircrew, mission support personnel and passengers. It is imperative that the aircrew notify the PIC of all issues that may affect mission accomplishment. Any aircrew member is empowered to make decisions for safety at any time, and then notify the PIC of their actions.

2.7. Operational C2 Reporting. The PIC or Airborne Mission Systems Specialist (AMSS) will report standard aircraft movement information (departure, arrival or diversion) to the appropriate C2 agencies. Communications Security (COMSEC) and OPORD requirements may dictate appropriate messaging methods. The PIC will establish a point of contact with the local C2 agency (Command Post, AMC station manager, U.S. Embassy, U.S. Consulate, or FBO) before entering crew rest.

2.7.1. Unusual Circumstances. Notify the appropriate C2 agencies immediately through the best means available of any unusual occurrence. This includes maintenance, aircraft malfunctions, security and operational concerns. Do not wait until arrival to send message if able. If information is sensitive in nature, do not use local agencies.

2.7.2. Crew Location. Notify the appropriate C2 agencies of the aircrew location and contact numbers during each crew rest and any time the crew will leave the immediate vicinity of the airport.

2.8. Mission Commander Responsibilities. Unit Commanders or above may direct a mission commander to act as the overall POC for the mission. The mission commander is the focal point for complex missions and multi-sortie events. Mission commanders must inform the appropriate C2 of any factors that may affect mission accomplishment. The unit commander delegates primary responsibility for mission management to the mission commander. PICs remain the final authority for all operational matters pertaining to their aircraft, crew, and mission. The mission commander will not be a primary crew member; however the Mission Commander will be a rated and should be a field grade officer qualified in the type mission. The mission commander's actions include but are not limited to:

2.8.1. Briefing crews on local operating procedures.

2.8.2. Coordinating with ATC, passengers, and other agencies that may have an impact on the mission.

2.8.3. Ensuring personnel have ample and adequate billeting, eating, and transportation arrangements.

2.8.4. Ensuring maintenance personnel know of aircraft and fuel requirements.

2.8.5. Responsible for the timely reporting of aircraft movements.

Chapter 3

CREW COMPLEMENT AND MANAGEMENT

3.1. Aircrew Qualification. Primary crew members or those occupying a primary position during flight must be qualified or in training for qualification in that crew position. If non-current, or in training for a particular event, the crew member must be under the supervision of an instructor while accomplishing that event. Direct supervision (at the controls) is required for critical phases of flight.

3.1.1. Mission ready crew members may perform primary crew duties on any sortie.

3.1.2. Basic mission capable (BMC) crew members may perform primary duties on any unilateral training mission. For other missions, the unit commander will determine the readiness of each BMC crew member to perform primary crew duties.

3.2. Pilots. Unit CC/Director of Operations (DO) shall designate a PIC and form aircrews with a sufficient number of pilots to accomplish the mission. The PIC shall be qualified to perform all duties as a primary aircrew member. An instructor pilot (IP) must supervise non-current or unqualified pilots regaining currency or qualification. Comply with the requirements for pilots in dual controlled aircraft in AFI 11401, *Aviation Management*.

3.2.1. Missions with Passengers. Pilots must have a current and valid AF Form 8 for the C-32B to fly with passengers. Only a pilot that is qualified will occupy a pilot's seat with passengers onboard the aircraft (N/A unit maintenance personnel). One of the following is a requisite for pilots to fly passengers:

3.2.1.1. Two qualified and current pilots (1 PIC or higher) must be at the controls.

3.2.1.2. A qualified pilot non-current less than 60 days for flying requirements and an IP providing direct supervision. **EXCEPTION:** Pilots non-current in an overseas sortie can fly under the supervision of another pilot current in overseas requirements.

3.2.1.3. A C-32B qualified General Officer or senior staff members may occupy either pilot seat under direct IP supervision. Refer to AFI 11-2C-32B V1 for supervisory flying restrictions.

3.2.2. Qualification Training. Initial qualification, re-qualification, or upgrade training for pilots will not be conducted on missions with passengers onboard.

3.3. Airborne Mission System Specialists (AMSS) and Loadmasters (LM).

3.3.1. AMSS or LM that are non-current or unqualified may perform duties in their primary crew position on any sortie when under direct supervision of a qualified instructor or flight examiner in their respective crew position. In this case, the student crew member and the instructor or flight examiner fulfills the requirement for one primary position as specified in **Table 3.1** of this AFI. **EXCEPTION:** AMSS or LM that are non-current for an overseas sortie may perform duties in their primary crew position under the supervision of a current aircrew member in the same crew position.

3.4. Crew Complement. Minimum crew complement will be as specified in [Table 3.1](#). If resources permit, commanders may add crew members to enhance mission accomplishment or maximize training.

Table 3.1. Crew Complement.

C-32B				
TYPE CREW	PIC	CP	LM	AMSS
BASIC	1	1	1	1
AUGMENTED	2	1	2	2
AAR	1	1	0	1
ALERT	2	1	2	2
NOTES:				
1. A LM is only required when passengers or patients are carried.				
EXCEPTION: Unit assigned military/civilian maintenance personnel do not require a LM. One LM is required if 40 or fewer passengers are carried. Two LM are required for more than 40 passengers. If available, the second AMSS may augment as the second LM, within the Flt Duty Period (FDP) limitations and with unit CC/DO approval.				
2. Augmented Crew. Only one LM is required when passengers or patients are not carried. One PIC may be first pilot (MC (P)) qualified provided no Air-to-Air Refueling (AAR) is planned or accomplished.				
3. Augmented AAR Crew. Required if any AAR events are planned after 14 hours FDP. Requires two AAR qualified PICs.				
4. Alert Crew. All pilots will be mission qualified and at least two pilots must be AAR qualified PIC. All LM and AMSS must be mission qualified.				
5. An AMSS is not required for local area training missions but may be a primary crew member to accomplish appropriate training/currency requirements. A 2.5 hour equal time point (ETP) constitutes the local area for training.				

3.5. Additional Crew Members (ACM). ACM status is granted to qualified aircrew members being transported on an aircraft that they will not perform in-flight duties on that mission or succeeding legs of the mission. The OG/CC (or equivalent) with operational control of the mission being flown grants ACM status. **EXCEPTION:** Unit commanders may authorize ACM status to personnel assigned or attached to the unit.

3.5.1. ACM status will not be granted to personnel while on leave status.

3.5.2. All ACMs require Temporary Duty (TDY) travel orders to specify ACM authorized or a supporting letter from their commander authorizing ACM status. Unit commanders authorize ACM status for their aircrew by placing a remark on their TDY orders or a letter

stating why the member is traveling as an ACM. Aircrew must be eligible and familiar with the policies and procedures governing ACM travel.

3.5.3. Unit members wanting to travel in ACM status on non unit aircraft will have to coordinate with the PIC in charge of that aircraft/mission. Members use their TDY orders (with ACM in the remarks) to show their aircrew member/travel status.

3.5.4. Logging of Flying Time. ACMs transported that are not C-32B qualified will be listed on the flight authorization in the Remarks section (only); they will not be listed on the AFTO Form 781. C-32B aircrew members who are current and qualified on the mission may be placed in the aircrew section of the flight authorization. Flight examiners, HHQ personnel and flight surgeons log flying time IAW AFI 11-401, *Flight Management*.

3.5.5. Briefings. The PIC or representative will brief all ACMs on emergency procedures and egress.

3.5.6. In order to accommodate training objectives or mission requirements, pilots (including non-current or unqualified pilots) who are authorized to obtain and maintain qualification in the C-32B may occupy a pilot's seat for purposes of conducting training or accomplishing mission requirements when ACMs are on board the aircraft.

3.6. Interfly. Interfly is a temporary arrangement between OG/CCs (or equivalent) to permit current and qualified aircrew members from one unit to perform primary aircrew duties on another unit's aircraft. NGB/A3 must approve interfly with active duty crews. Participating aircrews shall use guidelines established by the MAJCOM or as specified in the OPLAN or CONOPS. Conduct interfly operations as follows:

3.6.1. OG/CC (or equivalent) may authorize interfly of aircrews and/or aircraft. Normally interfly should be limited to specific operations, exercises, or special circumstances but may be used to relieve short-term qualified manpower shortfalls. Long-term interfly arrangements may be found in command-to-command memorandum of agreements (MOA) or letters of agreement (LOA). HQ AFSOC staff evaluation or inspection teams have existing interfly arrangements.

3.6.2. Interfly is authorized under the following conditions:

3.6.2.1. Aircraft ownership is not transferred.

3.6.2.2. Aircrew shall be current and qualified in the Mission Design Series (MDS) as well as unique systems or configuration required to fly the aircraft/mission.

3.6.2.3. Aircrew members will follow operational procedures established by this regulation for operating the C-32B. The Mission Commander or PIC will brief MAJCOM specific items.

3.6.2.4. Initiate interfly approval request by the unit or agency requesting the agreement by memo or message format to the OG/CC (or equivalent) controlling the resource. Each OG/CC (or equivalent) with resources (personnel or aircraft) and MAJCOM, if appropriate, must concur with the intention to interfly.

3.6.2.5. Request must include details of the deployment or mission including aircrew names, duration or special circumstances.

3.6.2.6. Flight Mishap accountability will be in accordance with current instructions and regulations.

3.6.2.7. Ground Mishap accountability IAW AFI 91-204, *Safety Investigations and Reports*.

3.7. Scheduling Restrictions (See AFI 11-202V3). Unit CC/DO shall not schedule an aircrew member to fly nor will they perform aircrew duties:

3.7.1. When the flight will exceed maximum flying time limitations of AFI 11-202V3, *General Flight Rules*.

3.7.2. After consuming alcoholic beverages within 12 hours of takeoff or when under the influence of alcohol.

3.7.3. Within 12 hours following a hypobaric (altitude) chamber flight above 25,000 feet. Aircrew members may fly as passengers during this period provided the mission is planned for no more than a 10,000 foot MSL cabin altitude. An aircrew member who participates in an altitude chamber flight at or below 25,000 feet may fly without delay (primary/deadhead) as long as subsequent cabin altitude does not exceed 15,000 feet.

3.7.4. Within 24 hours after compressed gas diving (scuba or surface supplied diving), a hypobaric (compression) chamber mission, or aircraft pressurization checks that exceed 10 minutes. Aircrew members will not perform multiple pressurization checks.

3.7.5. Within 72 hours of donating blood. Aircrew members in mobility positions or subject to flying duties within 72 hours may donate blood with unit CC approval (donation requires a 72 hour duty not including flying (DNIF) period).

3.7.6. When taking oral/injected medication unless the Command Surgeon grants an individual medical waiver. Except as noted in AFI 48-123, *Medical Examinations and Standard*, aircrew members will not self-medicate. An aircrew member may use the following medications without medical consultation as long as he/she understands the root cause of the ailment and that root cause will not impact flight duties:

3.7.6.1. Skin antiseptic, topical anti-fungal, 1 percent Hydrocortisone cream, or benzyl peroxide for minor wounds and skin diseases which do not interfere with the performance of flying duties or wear of personal equipment.

3.7.6.2. Single dose of over-the-counter aspirin, acetaminophen or ibuprofen to provide analgesia for minor self-limiting conditions that do not impede performance of aircrew duties.

3.7.6.3. Antacid for mild isolated episodes of indigestion.

3.7.6.4. Hemorrhoid suppositories.

3.7.6.5. Bismuth subsalicylate for mild cases of diarrhea.

3.7.6.6. Aircrew may use oxymetazoline or phenylephrine nasal sprays should an unexpected ear or sinus block occur during flight. These will not be used to treat symptoms of head congestion existing prior to flight.

3.7.6.7. For fatigue countermeasures refer to AFI 11-203V3, Chapter 9 (as supplemented).

3.8. Crew Rest. In addition to AFI 11-202V3, Chapter 9 and applicable MAJCOM supplements, comply with the following guidance.

3.8.1. Do not give crew members less than 12 hours crew rest without OG/CC (or equivalent) approval. Under unusual circumstances, it is permissible for crew members not previously placed in crew rest to fly if they state they are sufficiently rested. Notify the OG/CC (or equivalent) after the change in crew members has occurred. **EXCEPTION:** Crew members that state they are sufficiently rested and volunteer to fly may be scheduled with no prior notification. This exception applies only to local area training flights during normal duty hours. Unit CC/DO is the approval for this exception.

3.8.2. Crew members departing on missions scheduled to recover away from home station should be notified 24 hours before reporting for a mission. The first 12 hours are not considered crew rest. During these first 12 hours, a crew member may perform limited non-flying duties. The second 12 hour period is inviolate. For short-notice mission tasking or when a scheduled crew member is unable to fly, crew members may be given less than 24 hours notification with unit CC/DO approval; however, they will not be given less than 12 hours.

3.8.2.1. For all other missions, crew members will enter crew rest 12 hours before reporting for the mission.

3.8.3. Standby crews will be given 12 hours crew rest prior to the earliest anticipated show time.

3.8.4. En route Crew Rest and Ground Time.

3.8.4.1. Crew rest normally begins 45 minutes after final engine shutdown. The 45 minute time period provides crews with time to complete normal post-flight duties. These duties include, but are not limited to, refueling, uploading and downloading of cargo, performing maintenance, or completing mission debriefings.

3.8.4.2. If any primary aircrew member must stay at the aircraft past the 45 minute period, crew rest does not begin until post-flight duties are completed.

3.8.4.3. Minimum crew rest period is 12 hours. This period provides the crew a minimum of 10 hours of continuous restful activities including the opportunity for 8 hours of uninterrupted sleep during the 12 hours prior to the start of the FDP. If crew rest is interrupted so the individual cannot get an opportunity for at least 8 hours of uninterrupted sleep the individual must be afforded the opportunity for at least 8 more hours of uninterrupted sleep plus reasonable time to dress, eat, travel etc. Any crew rest interruptions must be made under the most exceptional circumstances. **NOTE:** Refer to AFI 11-202V3 (as supplemented) for MAJCOM exceptions when en route crew rest times will be less than 12 hours.

3.8.4.4. A minimum 17 hour ground time between engine shutdown and subsequent mission takeoff should normally be planned unless extended post flight duties are anticipated. **NOTE:** Flight crews should be afforded crew rest times in excess of the minimum at en route stations, when possible, to give crews the opportunity to overcome the cumulative effects of fatigue while flying on several consecutive days or transiting several time zones.

3.8.4.5. The PIC may modify normal ground time:

3.8.4.6. In the interest of safety.

3.8.4.7. To no less than 12 hours from the start of crew rest until mission reporting. Before reducing normal ground time consider mission preparation time, time to load cargo, and other factors particular to the mission. The controlling C2 agency will not ask the PIC to accept less than a normal ground time except in the interest of aircrew/aircraft safety or unusual mission requirements during contingency operations.

3.8.5. Maintenance personnel are responsible to the PIC. The PIC will determine how long maintenance personnel can safely perform aircraft recovery actions. Maintenance personnel must have the opportunity to sleep 8 hours of each 24 hour period.

3.8.6. Postmission crew rest (PMCR) begins upon the final return of an individual to home station and runs continuously until completed. PMCR must be completed before starting the 12 hour predeparture crew rest period for a subsequent mission. A crew member cannot be required to get immunizations, engage in ground training, perform standby or unit duties, or perform any other activity that would encroach upon crew rest. Waiver authority for postmission crew rest is the OG/CC (or equivalent). Waiver requests for postmission crew rest are considered on a case by case basis only with the concurrence of the individual crew member. For missions exceeding 16 hours CDT, 1 hour of postmission crew rest will be provided for every 3 hours away from home station not to exceed 96 hours. This is not applicable for missions scheduled to transit home station as part of a scheduled continuing mission.

3.9. Flight Duty Period (FDP). FDP starts when an aircrew reports for a mission, briefing, or other official duty (show time) and ends when engines are shut down at the end of the mission, mission leg, or a series of missions. Show time for home station departures is established in Chapter 10 of this regulation. For missions originating away from home station, FDP begins when transportation departs overnight lodging. When crewmembers perform other official duties prior to flight related duties, FDP begins when reporting for the earlier duties. **NOTE:** Waiver authority for [Paragraph 3.9](#) is the OG/CC (or equivalent) or individuals designated Commander Air Force Special Operations Forces (COMAFSOF).

3.9.1. Maximum FDP.

3.9.1.1. The basic FDP is 16 hours providing no mission events, pilot proficiency training or functional check flights (FCF) are accomplished after 12 hours and no AAR is accomplished after 14 hours. **EXCEPTION:** If the autopilot is not operational or its use is denied for more than 4 hours (the use of altitude hold does not constitute use of the autopilot) the FDP will be 12 hours. If the autopilot fails after departure, continue to next scheduled stop and then comply with the basic FDP limitations.

3.9.1.2. The augmented FDP is 24 hours providing no mission events, pilot proficiency training or FCFs are accomplished after 14 hours and no AAR is accomplished after 18 hours. **EXCEPTION:** If the autopilot is not operational or its use is denied for more than 8 hours (the use of altitude hold does not constitute use of the autopilot) the FDP will be 16 hours.

3.9.1.3. When official post-flight duties are anticipated to exceed 2 hours, consideration should be given to reducing FDP to ensure fatigue does not affect the safe completion of those duties.

3.9.1.4. Alert/Standby Crews. For alert crews launched on an as-soon-as-possible basis, FDP begins when the crew is notified of the mission. For alert crews launched on other than an as-soon-as-possible basis, FDP begins when the crew reports for duty.

3.9.2. Pilots in command may extend maximum FDP by up to 2 hours if the mission priority justifies the risk and the PIC is unable to contact the waiver authority. AFSOC/A3 and NGB/A3 authorizes this IAW AFI 11-202V3, Chapter 9. This extension is not to be used as a planning consideration. **EXCEPTION:** In cases where prior notice is not practical, PICs will report FDP extensions through their chain of command to the OG/CC or COMAFSOF upon landing. The intent of this exception is to allow PICs flexibility to adapt to unforeseen circumstances encountered during mission execution. Missions will not be planned to utilize this exception.

3.9.2.1. All other FDP extensions require OG/CC (or equivalent) approval.

3.9.2.1.1. All FDP waivers require the PIC's concurrence.

3.9.3. FDP length will be based on the mission to be performed. Once established, a basic FDP will not be changed to an augmented FDP, regardless of crew composition.

3.9.3.1. The length of FDP will be established by the PIC or the controlling C2 agency prior to the aircrew entering crew rest. Once established, a basic FDP will not be extended to an augmented FDP unless the crew is augmented; it is requested by the PIC, and coordinated through the OG/CC (or equivalent).

3.9.4. Deadhead time before performing primary crew duties is considered FDP. Crewmembers may perform primary crew duties after deadheading if their FDP will not exceed the limitations specified in **Figure 3.1**. Crewmembers may deadhead following primary crew duties. If deadheading following primary crew duties, the FDP will not exceed 24 hours unless de-positioning to remain over night (RON)/Crew rest location or home station. If de-positioning to RON/Crew rest location or home station and deadheading time will exceed 24 hrs, SQ CC/DO approval is required. All other deadhead extensions require OG/CC (or equivalent) approval. **NOTE:** The intent is to allow the unit to complete time critical missions where available aircrew or aircraft are limited. Missions will not be routinely planned to utilize this exception.

3.9.5. FDP for flight examiners administering flight evaluations and not occupying a primary crew position will not exceed the augmented FDP.

3.9.6. If the aircraft is not capable of being airborne within four hours of scheduled departure time, the aircrew will be returned to crew rest or released from the flight. The unit CC/DO may grant exceptions at the request of the PIC. This paragraph applies to all missions, including unit-training missions.

3.10. Crew Changes. Crew changes should not be made immediately prior to performing critical phases of flight for non-training flights. Normally, 30 minutes prior to initiating the checklist for an event will allow the new crew member time to get acclimated.

3.11. Alert Procedures. Alert duty is defined as any period during which an alert crew is on call to perform a specific mission. The unit CC/DO will determine alert procedures required for missions. Publish unit alerting procedures in [Chapter 10](#) of this AFI. **NOTE:** Alert restrictions contained in paragraph 9.4. of the AFSOC Supplement to AFI 11-202V3 are not applicable to 150 SOS crew members.

3.11.1. Do not give crew members less than 12 hours crew rest without OG/CC (or equivalent) approval. Under unusual circumstances, it is permissible for crew members not previously placed in crew rest to assume alert if they state they are sufficiently rested. Notify the OG/CC after the change in crew members has occurred.

3.11.1.1. Pre-mission crew rest is waived for flight surgeons or medical technicians who are on alert duty for urgent aero-medical evacuation missions.

3.11.2. Alert personnel are those required to be on duty for the prompt execution of the mission. Alert crews will be readily available in a location that allows the crew to meet the required time to launch from notification. Publish flight authorizations for the alert crew to cover the entire alert tour.

3.11.3. The alert duty period will begin at a scheduled time that is determined by the unit/mission commander. The unit/mission commander will determine the length of the alert. **EXCEPTION:** Once a mission has executed, exercise or real world, there is no limitation on the numbers of alert duty days . The crew is tied to the mission until its completion. Changing crewmembers during mission execution will be at the discretion of the unit commander.

3.11.4. Alert Restrictions.

3.11.4.1. Crews may complete initial alert activities (e.g., briefings, preflights etc.) without starting their alert FDP.

3.11.4.2. Alert crew members may be scheduled for mission or office related duties at the discretion of the alert PIC or unit commander without starting their alert FDP.

3.11.4.3. Alert crew members will not accomplish items that may result in a DNIF or grounding status.

3.11.4.4. Limit all non-flying duties on alert to a maximum of 6 hours during normal duty hours.

3.11.5. Flying the alert crew.

3.11.5.1. Flying during alert is authorized with the following restrictions:

3.11.5.1.1. Limit flying on alert to local proficiency flights (to include AAR training) and relocation of the alert aircraft during daytime duty hours.

3.11.5.1.2. Flying night sorties is prohibited while on alert.

3.11.5.1.3. Limit FDP to six hours.

3.11.5.1.4. Limit flying to a maximum of three sorties during a seven day alert tour.

3.11.5.1.5. FDP for real world crisis response will begin when the crew is alerted for the real world mission.

3.11.6. If the alert crew is launched and returns with FDP remaining, they may be launched again within the constraints of that crew day. Numerous circumstances may arise that affect the decision to replace the alert crew and each incident must be evaluated on an individual basis. The unit commander may reconstitute a new alert crew when the primary alert crew is launched. The new alert crew will be placed into crew rest and will not perform any duties for the first 12 hours. If mission objectives warrant, the new alert crew may be launched with less than 12 hours of pre-alert crew rest. OG/CC (or equivalent) approval is required.

3.11.7. Provide post alert crew rest upon final return to home station for crews that sit alert at a location other than their normal domicile. Provide 1 hour of crew rest for every 3 hours on alert, not to exceed 72hours. This time off does not include the normal 12 hours or pre-mission crew rest required prior to assuming another alert period or flying mission. ***EXCEPTION:*** Post alert crew rest is not required for alert repositioning sorties (weather, airfield closure, etc.) accomplished within 6 hour alert FDP.

Chapter 4

COMMAND OPERATING GUIDELINES

4.1. Objectives. A fully mission-capable aircraft is the ultimate objective of the logistics effort. The final responsibility regarding equipment required for a mission rests with the PIC. If one PIC accepts an aircraft to operate a mission or mission segment without an item or system, this acceptance does not commit that PIC, or a different PIC, to subsequent operations with the same item or system inoperative.

4.2. Policy. The Minimum Equipment Listing (MEL) is the operating guidelines and lists the equipment and systems considered essential for routine operations. Those items that state a minimum requirement and/or have no listed exceptions are grounding items. The PIC is the approval authority for operations with degraded equipment within the guidelines of the MEL. Operating outside of the MEL guidelines requires OG/CC (or equivalent) approval. **EXCEPTION:** For MEL items that permit flight but have extended range (ER) restrictions the waiver authority is the unit CC/DO.

4.2.1. For operational missions where communications with the appropriate C2 is not available, the PIC is the approving authority for operating outside of the MEL guidelines and needs no further approval.

4.2.2. The PIC is responsible for exercising the necessary judgment to ensure aircraft are not dispatched with multiple items inoperative that may result in an unsafe degradation and/or an undue increase in crew workload. The possibility of additional failures during continued operation with inoperative systems or components shall also be considered. This chapter is not intended to allow for continued operation of the aircraft for an indefinite period with systems/subsystems inoperative.

4.3. Operating Guidelines. Refer to MEL.

Chapter 5

AIRLAND OPERATIONAL PROCEDURES

5.1. Checklists. C-32B normal checklists are designed as clean up checklists, and items may be accomplished prior to the checklist being read. A checklist is not complete until all items have been accomplished. Momentary hesitations for coordination items, ATC interruptions, and deviations specified in the flight manual, etc., are authorized.

5.1.1. Checklist Inserts. Units may supplement Technical Order (T.O.) and commercial manual guidance with HQ AFSOC/A3VS approved checklist inserts. These inserts may be placed in an in-flight guide or at the end of the checklist. All proposed checklist inserts must have a POC. If any crew member has recommendations or changes they should contact the POC. Submit changes to operations manuals/checklists to HQ AFSOC/A3VS for final approval. Local in-flight guides and inserts not affecting T.O. guidance and procedures may be locally approved by unit DOV. **NOTE:** Commercial manuals are considered T.O. guidance. Additionally, Quick Reference/Recall Hard Cards are authorized. All changes will parallel procedures outlined in AFI 11-215 for Technical Orders/manuals. AF Form 847s will be processed through HQ AFSOC for revision approval.

5.2. Duty Station. A qualified pilot will be in control of the aircraft at all times during flight. **EXCEPTION:** Under direct IP supervision (at a set of flight controls), unqualified pilots in qualification training and qualified Senior Staff Officers may occupy a pilot seat.

5.2.1. Pilots will occupy their assigned stations from takeoff to landing except when duties or physiological needs require absence from their stations. Primary crew members will notify the PIC prior to departing and when returning to their assigned duty station.

5.2.2. Use of the cabin jumpseats by passengers is prohibited for takeoff and landing.

5.3. Flight Deck Entry. PICs may authorize passengers and observers access to the flight deck during all phases of flight. In all cases, sufficient oxygen sources must be available to meet the requirements of AFI 11-202V3. Passengers and observers will not be permitted access to the pilot or copilot position regardless of its availability. **NOTE:** Passengers occupying the flight deck jumpseats are there for visitation and familiarization. These seats will not be used as primary seating except for unit aircrew and unit maintenance personnel.

5.4. Takeoff and Landing Policy. The pilot in command will occupy either the left or right seat during all takeoffs and landings.

5.4.1. Instructor and flight examiner pilots may takeoff and land from either seat during any conditions.

5.4.2. Any pilot may takeoff or land from either seat provided that an instructor pilot, instructor pilot candidate on initial or re-qualification instructor evaluation, or flight examiner pilot is in the other seat.

5.4.3. With no IP/Evaluator Pilot (EP) on board PICs will accomplish all takeoffs, approaches and landings from the left seat when:

5.4.3.1. Actual emergency conditions exist, unless specific conditions prevent compliance.

5.4.3.2. Making an actual Instrument Landing System (ILS) Category II or an ILS PRM approach.

5.4.3.3. Hostile conditions exist.

5.4.3.4. Operating to or from airfields requiring MAJCOM, OG/CC (or equivalent) or airfield related waivers.

5.5. Landing Gear and Flap Operation In-Flight:

5.5.1. The landing gear will normally be operated by the pilot not flying (PNF). Actuate the landing gear only after commanded by the pilot flying (PF). Prior to actuation of the landing gear, the PNF will acknowledge the command by repeating it.

5.5.2. The flaps will normally be operated by the PNF. Actuate the flaps only after command by the PF. Prior to actuation of the flaps; the PNF will acknowledge the command by repeating it.

5.6. Use of Outside Observers. When available, use a crew member to assist in outside clearing during arrivals, departures and taxi operations.

5.7. Seat Belts:

5.7.1. Crew members occupying primary crew positions will have seat belts fastened at all times in-flight, unless crew duties dictate otherwise.

5.7.2. All crew members will be seated with seat belts and shoulder harnesses (if applicable) fastened during takeoff, landing, and AAR operations, unless crew duties dictate otherwise. Crew members performing instructor or flight examiner duties are exempt from seat belt requirements unless they occupy a primary crew station; however, a seat with an operable seat belt will be available.

5.7.3. All occupants will have a designated seat with a seat belt. Use of seat belts will be as directed by the PIC and the flight manual.

5.8. Aircraft Lighting: Aircraft lighting will be in accordance with AFI 11-202V3, and this AFI.

5.8.1. Use taxi lights (as installed) during all taxi operations. Use landing lights/runway turnoff lights at night in unlighted areas. Use all external lighting any time the aircraft is below 18,000 feet unless reflections cause pilot distractions in instrument conditions.

5.8.2. Anti-collision lights must be on from takeoff to landing. The PIC may turn off anti-collision lights when it is in the best interest of safety to do so. AFI 11-202V3 allows for continuation of the mission with the failure of any light in the anti-collision light system to the first stop where repairs can be made. Refer to the aircraft MEL for operations with inoperative anti-collision lights.

5.9. Portable Electronic Devices. Comply with AFI 11-202V3 as supplemented.

5.10. Smoking Restrictions. Smoking is prohibited on board Department of Defense (DoD) aircraft per AFI 40-102, *Tobacco use in the Air Force*.

5.11. Advisory Calls. Mandatory advisory calls are IAW the Flight Crew Operations Manuals (FCOM) Volume 1 and the Quick Reference Handbook (QRH).

5.12. Communications Policy:

5.12.1. Sterile Cockpit. Limit conversation to that essential for crew coordination and mission accomplishment during taxi, takeoff, approach, landing, and any flight below 10,000 feet MSL (except cruise).

5.12.2. Communications During Takeoff. If an unsafe condition occurs during takeoff and before the computed V1 speed is reached, either pilot observing the condition will give a brief description of the problem. The PIC will then make the decision to reject or continue the takeoff. If a reject decision is made, the PIC will state "REJECT" and the PF will discontinue the takeoff in accordance with the C-32B flight manuals. Non-cockpit crew members noting a safety of flight condition will notify the PIC by giving a brief description of the problem; the decision to reject or continue the takeoff will be made by the PIC. **NOTE:** PIC expectations in the event of a rejected take-off (RTO) should be covered during the "Takeoff Briefing."

5.12.3. Aircraft Interphone. Pilots and AMSS should monitor aircraft interphone at all times. Loadmasters are required to monitor interphone during AAR events or as directed by the PIC. Primary crew members will notify the PIC before going off headset and advise when back on headset.

5.12.4. Classified interphone or radio transmissions will be recorded on the cockpit voice recorder if it is operating. Ensure the cockpit voice recorder (CVR) tape is erased after each flight when classified was discussed.

5.12.5. Do not discuss classified information on the interphone during radio transmissions.

5.12.6. Passengers will monitor interphone or radio transmissions only when specifically approved by the PIC. The PIC/AMSS will brief communications policy to these personnel prior to flight. The PIC/AMSS must ensure no one monitors classified information they are not cleared for, or transmits classified information via non-secure communications.

5.12.7. Command Radios. The PNF normally makes all radio calls. The pilot operating the command radios will inform the crew when the primary radio is changed.

5.12.8. A flight deck crew member will monitor guard regardless of primary radio. **EXCEPTION:** AAR radio usage will be as briefed and in accordance with Chapter 8 of this AFI.

5.12.9. A pilot will inform the crew when the aircraft is in an other than a normal configuration (for example, one engine inoperative). Not required on training sorties.

5.12.10. One pilot should record and will acknowledge all air traffic control (ATC) clearances. The AMSS, when available, will also record and monitor the read-back. This includes all transmissions pertaining to ATC instructions involving departure, en route, and approach procedures. Disregard this procedure when ATC instructions require immediate execution or when such action interferes with completion of more important duties or physiological needs.

5.12.11. The AMSS will be utilized to provide communications with base operations, fixed based operators, and other ground personnel.

5.12.12. The pilot not flying the aircraft will notify the other pilot when altitude deviates 100 feet from the desired altitude if no attempt is being made to correct the deviation. Any crew member seeing a variation of more than 200 feet from planned altitude or potential terrain or obstruction clearance problems will notify the pilot immediately.

5.12.13. Crew Resource Management (CRM) Assertive Statement "Time Out":

5.12.13.1. "Time Out" is the common assertive statement for use by all crew members. The use of "Time Out" will:

5.12.13.2. Provide a clear warning sign of a deviation or loss of situational awareness.

5.12.13.3. Provide an opportunity to break the error chain before a mishap occurs.

5.12.13.4. Notify all crew members that someone sees the aircraft or crew departing from established guidelines, the briefed scenario, or that someone is simply uncomfortable with the developing conditions.

5.12.13.5. As soon as possible after a "Time Out" has been called, the aircrew will take the following actions:

5.12.13.6. Safety permitting stabilize the aircraft.

5.12.13.7. The initiating crew member will voice his or her concerns to the crew.

5.12.13.8. The PIC will provide all other crew members with the opportunity to voice inputs relative to the stated concerns.

5.12.13.9. After considering all inputs, the PIC will direct the aircrew to continue the current course of action or direct a new course of action. **NOTE:** The PIC is the final decision authority.

5.13. Transportation of Military Working Dogs. Transporting military working dogs on aircraft will be coordinated through unit OG/CC (or equivalent) for approval with C2 agencies. Other pets or animals are normally prohibited, but may be moved according to DoD 4515.13R, *Air Transport Eligibility*.

5.14. Alcoholic Beverages. MAJCOM/A3 may authorize the dispensing of alcoholic beverages to passengers.

5.15. Runway, Taxiway and Airfield Requirements.

Table 5.1. Minimum Runway Length.

Minimum Runway Length (Normal)	Minimum Runway Length (Touch and Go)
5,000 Feet	7,000 Feet
1,525 Meters	2,134 Meters

5.15.1. Normal Operations (takeoff). MAJCOM approved, computer generated airfield analysis will be used to the maximum extent possible for determining takeoff data. If airfield analysis is not available, use the Flight Planning and Performance Manual (FPPM) or the Quick Reference Handbook (QRH) to determine the AFM runway length required for takeoff.

5.15.1.1. Do not attempt takeoff if the runway available is less than the greater value of the AFM required runway length or 5,000 feet.

5.15.2. Normal Operations (landing). Use MAJCOM approved computer generated landing data or the FPPM/QRH to determine the AFM runway length required for landing. When using unfactored data a 15% safety margin will be added (N/A for emergency aircraft).

5.15.2.1. Do not attempt landing if the runway available is less than the greater value of AFM runway length required for landing + 15% (for the runway conditions that exist or are anticipated at the estimated time of arrival (ETA) or 5,000 feet. **NOTE:** The “Normal Configuration Landing Distance” chart from the FPPM/QRH should be used to determine the AFM runway length required. (N/A for computer generated data).

5.15.3. Waiver Authority: If operationally necessary, the OG/CC (or equivalent) may approve use of runways shorter than 5,000 feet, but never less than AFM takeoff and landing distance. Approval requires careful evaluation of aircraft and crew capabilities. If operations are approved, a current and qualified PIC, instructor or flight examiner will make the takeoff and/or landing from the left seat.

5.15.4. If takeoff/departure end overruns are available, (stressed or authorized for normal operations), they may be used to increase the runway available for takeoff/landing if needed.

Table 5.2. Minimum Runway and Taxiway Width.

Minimum Runway Width (Normal)	Minimum Runway Width (NOTE 1)	Minimum Taxiway Width (Normal)	Minimum Taxiway Width (NOTES 2, 3 and 4)
148 Feet	98 Feet	75 Feet	49 Feet
45 Meters	30 Meters	23 Meters	15 Meters
NOTES:			
1. Use of runways between 148 and 98 feet wide requires OG/CC (or equivalent) waiver. Runway width may not be waived to less than 98 feet (30 meters).			
2. Taxiways less than 75 feet (23 meters) wide should be given additional consideration in premission planning ORM and must be covered in the aircrew briefing prior to arrival.			
3. Use of taxiways between 59 and 49 feet wide requires notification to the OG/CC (or equivalent) prior to arrival at the airfield. If prior notification is not possible, notify as soon as practical. Taxiway width may not be waived to less than 49 feet (15 meters).			
4. C-32B aircraft require fillets when turning from one 50 foot wide taxiway to another 50 foot wide taxiway. Turning from one 50 foot to another 50 foot without fillets is prohibited due to the probability of the aircraft departing the paved surface.			

5.15.5. Takeoff or Landing Over Raised Arresting Cables. The following guidance covers BAK 9, 12, and 13 (Navy designation E-28) arresting cables, it does not include BAK 14 recessed arresting cables:

5.15.5.1. Do not land on a raised arresting cable, damage may occur to the cable or aircraft.

5.15.5.2. If the aircraft lands before a raised arresting cable and rolls over it, the flight crew should contact the tower to have the cable inspected (This does not include rolling over a cable at normal taxi speeds).

5.15.5.3. Do not takeoff or land over a raised arresting cable that has been reported as slack, loose, or improperly rigged by Notices to Airmen (NOTAM), Automated Terminal Information Service (ATIS), ATC, etc.

5.15.6. Aircrews, mission planners and mission C2 will use the AMC Airfield Suitability and Analysis Branch for all questions pertaining to airfield weight bearing and suitability prior to all off-station operations.

5.15.6.1. PICs will not make an approach and landing into an airfield requiring certification by the Headquarters Air Mobility Command (HQ AMC) Airfield Suitability Report, unless they have previously operated into that airfield as a pilot, copilot, or observer, or have reviewed the airfield certification briefing or audio visual program (if available) within the last 14 days. The OG/CC (or equivalent) may waive the airfield certification requirement.

5.15.6.2. Airfield suitability waivers must be approved by MAJCOM/A3.

5.15.7. Crash, Fire, Rescue (CFR) Requirements:

5.15.7.1. At USAF active flying bases, local base instructions determine CFR requirements. At other locations, if local services are not available or practical, the OG/CC (or equivalent) may authorize operations without CFR.

5.16. Wind Restrictions. Airfields will be considered unusable for takeoff and landing when crosswinds (including gusts) are greater than established in [Table 5.3](#) These limitations are valid for all engines operating and one engine inoperative conditions.

Table 5.3. Wind Restrictions.

Flight Phase	Runway Condition	Crosswind Component (knots)
Takeoff	Dry	40
	Wet	25
	Standing Water/Slush	15
	Snow – No Melting*	20
	Ice – No Melting*	15
Landing	Dry	28
	Wet	28
	Standing Water/Slush	20
	Snow – No Melting *	28
	Ice – No Melting*	17
* Takeoff or landing on untreated snow and ice should only be attempted when no melting is present.		

NOTE: Reduce crosswind guidelines by 5 knots on wet or contaminated runways whenever asymmetric reverse thrust is used.

NOTE: Winds are measured at 33 feet (10 m) tower height and apply for runways 148 feet (45m) or greater in width.

NOTE: When the reported depth of contamination is less than .12 inches (3mm) consider the runway wet for all takeoff/landing considerations.

5.16.1. Maximum wind any direction is 50 knots for takeoff and landing.

5.16.2. Waiver Authority: If operationally necessary, the OG/CC (or equivalent) may approve operations with winds up to the AFM limitations. Approval requires careful evaluation of aircraft and crew capabilities. If operations are approved, a current and qualified PIC, instructor or flight examiner will make the takeoff and/or landing from the left seat.

5.16.3. For other wind restrictions refer to the Limitations section of the Flight Crew Operations Manual, Volume 1 and Chapter 9 of this AFI.

5.17. Runway Condition Reading (RCR).

5.17.1. During landing on wet runways or runways contaminated with ice, snow, slush or standing water; crews will use pilot reports (PIREPS) and the physical description of the runway surface as the primary means to determine which category of “good”, “medium”, or “poor” is appropriate when calculating the runway distance required for landing.

5.17.2. RCR provides additional information and should be considered by the aircrew prior to determining runway suitability for landing. However, when using RCR, crews should keep in mind that there is no direct correlation between RCR and the descriptive terms “good”, “medium”, “poor”, and “nil” used in pilot braking action reports. Chapter 6 of the Flight Crew Training Manual (FCTM) provides additional guidance on using RCR to evaluate braking action.

5.17.3. The following information is provided to assist crews in making the most informed decision when using RCR.

Table 5.4. Braking Action vs.

Braking Action to be used from the (QRH)	Reported RCR	Reported Runway Surface Condition (RSC)	Reported Braking Action
Good	18-23	Wet	Good
Medium	12-17	Standing Water/Snow	Fair
Poor	6-11	Icy	Poor

5.17.3.1. When the RCR is reported as 5 or less or the braking action is reported as “Nil”, landing is not recommended.

5.17.3.2. When operating on runways partially covered with snow or ice, computations should be based on the reported RCR for the cleared portion of the runway. To ensure

proper takeoff performance in the event of an engine failure, the runway should be cleared to allow for maximum VMCG offset (C-32B is 25 feet plus main gear offset). If your required VMCG offset either side of centerline is not cleared to the reported RCR, then the RCR of the unclear portion, up to your required offset, will be used for takeoff data computations. **NOTE:** RCR Reporting. Technical Order (TO) 33-1-23 directs that RCR information be obtained only within 20 feet of the runway centerline. Only the average RCR is reported. Many portions of the runway (laterally and longitudinally) may have a significantly lower RCR than the value reported.

5.17.4. No reported runway conditions. If pilot braking action reports, RCR or RSC are not available, flight crews are to consider a runway surface as wet when there is sufficient water on the surface to cause reflective glare or when rain is falling. For runways contaminated by slush, standing water, snow or ice, the PIC will determine the anticipated braking action.

5.18. Aircraft Taxi Obstruction Clearance Criteria and Foreign Object Damage (FOD) Avoidance.

5.18.1. Without wing walkers, avoid taxi obstructions by at least 25 feet. With wing walkers, avoid taxi obstructions by at least 10 feet. **EXCEPTION:** Aircraft at home station may delete wing walker restriction if IAW AFI 11-218, all restrictions are complied with.

5.18.2. When taxi clearance is doubtful, use one or more wing walkers. If wing walkers are unavailable, de-plane one or more crew members to maintain obstruction clearance and provide marshalling. Use AFI 11-218 signals. The PIC should use marshallers, wing walkers, deplaned crew members, or a crew member positioned at a door or window to act as an observer while maneuvering on narrow taxiways. During night taxi operations, marshallers should have an illuminated wand in each hand. If wands are not available, use flashlights, chemical lights or any other device that will be visible from the cockpit. Observers should be in a position to observe wing walkers at all times (through door or windows) and communicate to the pilot.

5.18.3. FOD Avoidance. Make every effort to minimize the potential for engine FOD. Crews should:

5.18.3.1. Carefully review airfield layout during mission planning. Be familiar with taxi routes, turn requirements and areas for potential FOD.

5.18.3.2. Confirm that taxi routes have been swept. If a taxi route has not been swept, consider taxiing via an alternate route.

5.18.3.3. Minimize power settings during all taxi operations.

5.18.3.4. If it is necessary to accomplish a 180-degree turn on a narrow runway the turn should be accomplished at an intersection of a link taxiway or at a designated turn around pad.

5.18.3.5. Avoid (when possible) taxi operations that would position a wing mounted engine over an unprepared or un-swept surface. If it becomes absolutely necessary to position a wing mounted engine over an unprepared or un-swept surface, the engine should be left in idle (to the maximum extent possible) until the engine is back over an improved surface.

5.18.3.5.1. Consider increasing power on the remaining engine.

5.19. Fuel Requirements. This paragraph implements the standard minimum fuel requirements.

5.19.1. As a minimum, required ramp fuel will consist of all fuel required for engine start, taxi, auxiliary power unit (APU) operation, takeoff, climb, cruise, en route reserves, alternate/missed approach (if required), descent, approach, and landing.

5.19.2. Required fuel at destination. Plan to land at the destination with a minimum of 50 minutes of usable fuel onboard. This amount will be computed by a MAJCOM approved computer flight plan (CFP). If a CFP is not available, plan to land with a minimum of 6,000 lbs.

5.19.3. Alternate Fuel. As a minimum, alternate fuel will include fuel for a flight from the intended destination to the alternate aerodrome at optimum altitude and long range cruise speed. When holding is required, in lieu of an alternate at a remote or island destination, compute holding for 2 hours. A remote or island destination is defined as any aerodrome, which, due to its unique geographic location, offers no suitable alternate (civil or military) within 2 hours flying time. The forecast weather at the remote or island destination must meet the criteria listed in chapter 6 of this AFI.

5.19.4. Required Ramp Fuel for Extended-range Twin-engine Operational Performance Standards (ETOPS). Block-to-block fuel must be greater than or equal to: fuel required to fly to the ETP, experience a simultaneous engine failure and loss of cabin pressure, and proceed from the ETP to a recovery field at 10,000 feet using single engine cruise procedures. This amount must also include extra ETOPS fuel requirements listed in chapter 6 of this AFI.

5.20. Inter. The decision to make intersection takeoffs rests solely with the PIC. Base performance computations on the runway remaining at the point the takeoff is initiated.

5.21. Land and Hold Short (LAHSO) Operations. PICs shall not accept nor request LAHSO approach clearances. Advance ATC notification may be required for proper sequencing of aircraft and preclude delays.

5.22. Stop-and-Go Landings. Stop-and-Go landings are not authorized.

5.23. Reduced Power Operations. Reduced power operations are intended to prolong engine service life. Takeoffs will be accomplished using reduced power unless operational or training requirements dictate otherwise.

5.24. Engine Out Takeoffs. Engine out takeoffs require a MAJCOM/A3 waiver.

5.25. Engines Running On/Offload (ERO). Do not use ERO procedures when explosive cargo is involved unless authorized by the exercise operation order, contingency air tasking orders or OG/CC (or equivalent).

5.25.1. The ERO procedures in this paragraph may be used for any mix of personnel or cargo. Personnel will onload or offload via the air-stairs. PICs will assess prevailing weather, lighting, and parking location to ensure a safe operation.

5.25.2. General Procedures:

5.25.2.1. PICs will brief crewmembers on the intended ERO operation, emphasizing specific crewmember duties.

5.25.2.2. The parking brake will be set and one pilot will monitor brakes, interphone, and radio.

5.25.2.3. Operate engines at idle thrust.

5.25.2.4. Turn wing illumination lights on during night ERO.

5.25.2.5. Complete passenger and cargo manifests, crew lists and weight and balance form for the subsequent sortie. **NOTE:** If the aircraft is departing empty, the weight and balance form is not required.

5.25.2.6. Resume taxi after the door warning light is out and when the loadmaster has verbally acknowledged that the aircraft is ready for taxiing. **CAUTION:** Due to hazards involved (i.e., jet blast, proximity to engines) only hand transferable items of cargo may be on or off loaded during ERO operations. **CAUTION:** Door 1L may be opened and airstairs extended with the left engine running. The PIC or designated representative (normally the loadmaster) must ensure the hazards involved are understood by the crew and passengers.

5.25.2.7. During enplaning or deplaning, station a crew member (normally the loadmaster) at the bottom of the airstairs as an aircraft security and safety monitor.

5.25.2.8. Enplaning or deplaning passengers will be escorted by a crew member. Brief these personnel to remain clear of hazardous areas (see aircraft flight manual). Deplane passengers before cargo and enplane after cargo unless cargo size, location or mission dictates otherwise.

5.25.2.9. The loadmaster will direct all onload and offload operations.

5.25.2.10. ERO for crew changes during local training missions is authorized. Keep ERO for crew changes to the absolute minimum necessary to accomplish the mission.

5.26. Emergency Airlift:

5.26.1. Use these procedures for emergency airlift of personnel for humanitarian reasons or from areas faced with enemy siege, hostile fire, or when directed by the MAJCOM. Airlift can be accomplished without the use of individual seats or safety belts only when more personnel than seats are available.

5.26.2. The number of personnel seated within the cabin will vary depending on individual size. If possible seat personnel in rows facing forward and restrain with straps placed across the aircraft floor. Secure the straps to tiedown rings positioned in the most outboard seat track(s).

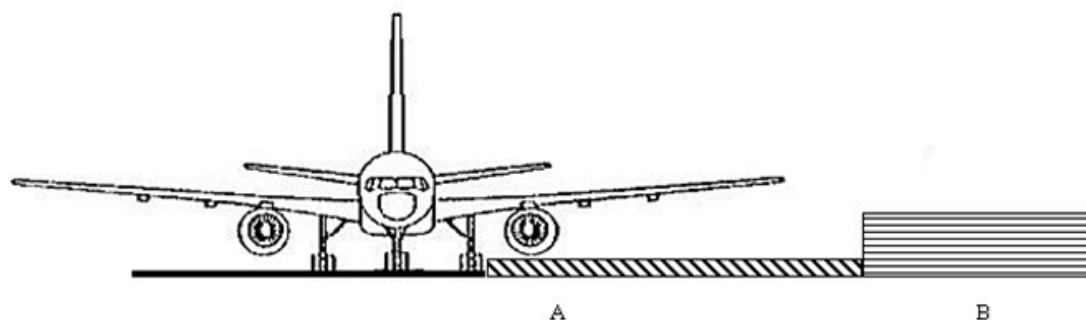
5.26.3. If time allows, personal effects or baggage may be loaded on the aircraft. However, this may reduce the amount of personnel space available.

Figure 5.1. C-32B Runway Width Requirements.

NOTE: 148 Feet (45 Meters) Minimum Width - Training/Contingency.

NOTE: 25 Feet From Runway Edge Must Be Stabilized Surface.

NOTE: May be waived by the OG/CC (or equivalent) to not less than 98 feet.



A: 3 INCH MAXIMUM OBSTRUCTION - 75 FEET

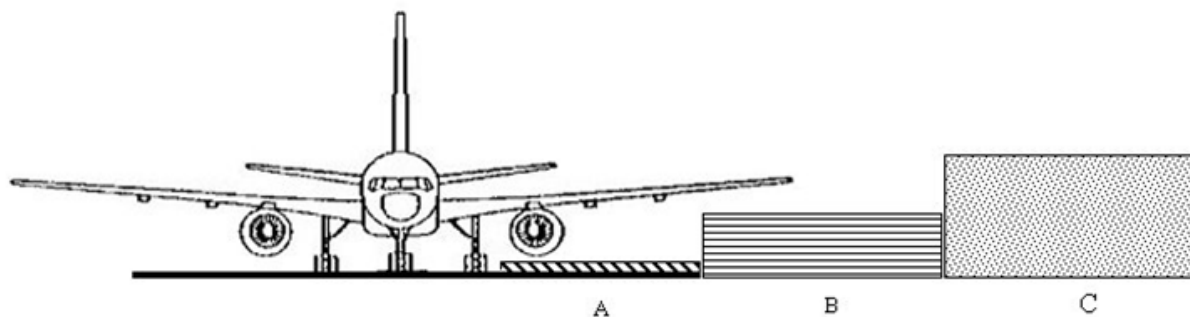
B: NO RESTRICTIONS

NOTE: All distances are from runway centerline.

NOTE: Area A – Objects higher than 3 inches above grade should be constructed on low impact resistant supports (frangible mounted structures).

Figure 5.2. C-32B Taxiway Width Requirements.

49 FEET (18 Meters) MINIMUM WIDTH



A: 3 INCH MAXIMUM OBSTRUCTION - 35 FEET

B: 4 FOOT MAXIMUM OBSTRUCTION - 62 FEET

C: NO RESTRICTIONS

NOTE: All distances are from taxiway centerline.

NOTE: Area A must be a stabilized surface.

Chapter 6

GENERAL OPERATING POLICIES

Section 6A—Permission

6.1. Aircrew Uniform.

6.1.1. Wear the aircrew uniform, as outlined in AFI 11-301V1, Chapter 6, on all continental United States (CONUS) missions. For outside continental United States (OCONUS) missions, aircrew members will wear and carry uniforms as set by the unit commander. When civilian attire is directed, wear conservatively styled civilian clothing.

6.1.2. TDY clothing will present a neat, conservative appearance and be appropriate for the country and/or hotel/facilities being visited. At no time will crew members wear clothing with profane or obscene statements, pictures, or logos.

6.1.3. Personnel will have the appropriate items of clothing in their possession when flying in Arctic/Antarctic and desert regions IAW OPOD (if applicable). **EXCEPTION:** Not applicable to transoceanic crossings.

6.2. Personal Requirements.

6.2.1. Passports. Carry a valid passport on all missions scheduled OCONUS. **EXCEPTION:** Unit commanders may authorize personnel who have applied for or submitted passports for renewal to act as crew members on missions not scheduled to transit locations where passports are required. PICs are responsible for ensuring passports (with applicable visas) are included in the mission kit and taken on the mission.

6.2.2. Shot Record. Ensure immunization requirements are met. Carry shot records (PHS 731, Public Health Service) on all missions outside the 48 conterminous states. C-32B crew members must maintain worldwide immunization requirements.

6.2.3. Corrective Lenses. Comply with AFI 11-202V3.

6.2.4. Driver's License. A valid state driver's license is required on each TDY where use of US government or commercial general purpose vehicles may be required. Contact the local airfield manager if the vehicle will be flight line operated.

6.2.5. Identification. Each crew member will carry his/her Armed Forces ID card.

6.2.6. Rings and Jewelry. Crew members will remove all finger rings and loose fitting jewelry prior to performing aircrew duties. Crew members will not wear earrings on the flight line.

6.2.7. Flashlight. Each crew member must carry an operable flashlight.

6.2.8. Headgear. Do not wear headgear that interferes with donning the oxygen mask or smoke goggles while performing crew duties.

6.2.9. Hearing Protection. Each crew member will have appropriate hearing protection available for the conditions encountered on the flight line.

6.2.10. Reflective Belts. Crew members will have reflective belts in their possession. These are to be used on the flight line between dusk to dawn (or as directed by local supplement).

6.3. Permission Actions.

6.3.1. Mission Planning and Airfield Review. The PIC is responsible for ensuring all mission planning, foreign clearance and en route support requirements are coordinated. Planning activities may be accomplished by mission planners or aircrew personnel. The PIC is ultimately responsible for validating all planning material prior to execution. The suggested mission planning review areas for aircrew include, but are not limited to:

6.3.1.1. Airspace/Airfield Review. Include FLIP, Flight Information Region (FIR)/Upper Flight Information Region (UIR)/Air Defense Identification Zone (ADIZ) procedures as well as study of runways, taxiways, and ramp areas. Contact AMC Airfield Suitability or the Airfield Manager directly if airport capabilities are questionable. Check adequacy of parking and ramp space. Verify the availability of airstairs (if required) prior to mission departure. Check for DoD contract fueling/service/AGE availability prior to making any arrangements with airport facilities. If cold weather operations are expected, check snow removal and de-icing capabilities.

6.3.1.2. Airspace classifications, AMC Giant Report, Airfield Suitability and Restrictions Report (ASSR), Airport Qualification & Familiarization Manual, and airport qualification videos (if available).

6.3.1.3. Theater Instrument Procedures. Required instruments and/or procedures for Non-DoD Approaches, International Civil Aviation Organization (ICAO) course reversal approaches, circling, holding, RNAV, Host Nation/Jeppesen approaches. Jeppesen approaches will not be flown unless a current TERPs review is available and approved by a MAJCOM/A3. Comply with AFI 11-202V3 as supplemented for submission of TERPs reviews.

6.3.1.4. Organized Track Systems. FLIP Area Planning (AP) series, Verify Minimum Navigation Performance Specifications (MNPS) Airspace requirements and North Atlantic and Pacific Region Track Systems.

6.3.1.5. Communication and Emergency Procedures. FLIP AP series, Flight Information Handbook (FIH), Command and Control, Over-water position reporting, lost communications procedures, emergency procedures, and weather information sources.

6.3.1.6. Border Clearance. Foreign Clearance Guide, Aircraft Clearance and Personnel Customs, Immigration, Agriculture, Insect and Pest Control, Diplomatic Clearance Log.

6.3.1.7. Flight planning. Department of Defense (DoD) 1801, DoD International Flight Plan, Jeppesen Approach Plates and Charts, Theater Weather Conditions, Fuel Reserves and Alternate Requirements, ETOPS fuel requirements, MEL dispatch restrictions, Equal Time Points/Critical Wind Factors, and NOTAMS (Air Route Traffic Control Center (ARTCC), Enroute and International NOTAMS).

6.3.1.8. Special Military Operations. Obtain Altitude Reservations (ALTRVs), AOR procedures, Special Instructions (SPINS), Air Tasking Orders (ATO's) and review Due Regard procedures if applicable to the mission.

6.3.1.9. Other Regulatory Requirements. General navigation procedures, Aircrew Flight Equipment (AFE), hazardous cargo, crew rest/crew duty time, aircraft records/AFTO 781, ARMS Aircrew/Mission Data Document, procedures, mission essential ground personnel/additional crew members, passenger handling, etc.

6.3.1.10. Location Information. C2/reporting procedures, maintenance problems, aircraft security, embassy/consulate contacts, social customs, billeting, transportation, and cash billing.

6.3.1.11. Foreign Clearance. Review the DoD Foreign Clearance Guide (FCG), including the classified supplement. Ensure the planned itinerary can be flown in compliance with the provisions of the FCG. If not, obtain an exception to the FCG through DAO or State Department channels or coordinate an itinerary change.

6.3.1.12. Flight Itinerary. Confirm itinerary times. Itinerary leg times are en route times and do not include times for taxi-out and taxi-in. Ensure forecast winds and payloads are accurately assessed.

6.3.1.13. Messages. Advance notice and/or diplomatic clearance messages are required for all missions to destinations outside the CONUS, excluding flights to Alaska, Hawaii, and US territories.

6.3.1.14. En Route Support. PICs are ultimately responsible to ensure adequate en route support is available for all destinations. When a mission or portion of a mission is canceled or changed, the PIC or unit mission planners are responsible for advising affected support agencies or embassies.

6.3.1.15. Coordinate for worldwide FLIPs and ensure possession of sufficient communications security (COMSEC) materials for the duration of the mission.

6.3.1.16. Review anti-hijacking procedures (AFI 13-207, *Preventing and Resisting Piracy [Hijacking]*, and chapter 7 of this AFI).

6.3.1.17. Parking, Servicing, and Aircraft Security Requirements. The following should be considered when planning missions into certain locations:

6.3.1.17.1. Guard and Reserve Facilities. On missions to CONUS civil airports with a military facility (ANG/AFRC) capable of providing support, use the military facility; however, there are exceptions. If the mission will arrive or depart outside the normal operating hours of the military facility (nights, weekends, or holidays) use a civilian facility (terminal, FBO ramp, etc.) provided you can arrange the necessary support. If the using agency requests use of a civilian facility in preference to an available military facility, use the civilian facility. In general, avoid requiring ANG/AFRC units to work overtime in support of C-32B missions unless the using agency has a specific need to use the military facility or suitable support cannot be obtained from civilian sources.

6.3.1.17.2. Contract Servicing Agents. Use the government fuel contractor unless you cannot obtain the required services. Government FBO contract fuel vendors can be found in the Instrument Flight Rules (IFR) Supplement or at www.airseacard.com. If possible, use the approved government credit card if you must purchase fuel from other than the designated government contract vendor.

6.3.1.17.3. Aircraft Security. C-32B aircraft are exempt from the Global Decision and Support System (GDSS) requirement for RAVENS. RAVENS may be used if conditions warrant and requested by the unit. Aircraft security is ultimately the responsibility of the PIC. When using non-military fields, the PIC will work with the FBO, airport security or DAO directed host nation security to ensure that the aircraft is adequately protected. If the PIC is not satisfied that adequate aircraft security is available, notify the responsible C2 agency for resolution.

6.4. Aircrew Publications Requirements. Unit DOV will maintain current C-32B aircraft flight manuals, performance manuals, abbreviated checklists, and hardcards on board the aircraft. Aircraft FLIP will be maintained by personnel assigned by the unit commander. HQ AFSOC authorizes E-pubs in lieu of paper manuals for all products except for approach plates, SIDs, STARS and abbreviated checklists. Refer to Chapter 10 of this instruction for local paper/E-pubs guidance.

Section 6B—Predeparture

6.5. Airfield Certification. All crew members will review Airport Qualification and Familiarization Manuals, audiovisual programs (if available) and any Airfield Suitability and Restrictions Report (ASRR) certification airfields available prior to departure. In addition, review all restrictions for a particular airfield. Contact MAJCOM Airfield Suitability and Analysis Branch or the Airfield Manager directly for all questions pertaining to airfield weight bearing and suitability. Airfield suitability waivers must be coordinated through unit Stan/Eval up to MAJCOM Stan/Eval for approval. The OG/CC (or equivalent) may waive the airfield certification requirement.

6.6. Aircrew Intelligence Briefing. Prior to leaving home station on OCONUS missions, crews should receive an intelligence briefing that will emphasize terrorist, enemy, and friendly political and military development in the area in which they will be flying. Additionally, theater SPINS and ATO procedures should be reviewed if applicable. Aircrews should report information of possible intelligence value to the local intelligence officers (if available) at the completion of each sortie. If no local intelligence personnel are available, aircrews will debrief home station intelligence personnel at the completion of the mission.

6.7. Flight Crew Information File (FCIF). Review Volume I, part A, of the FCIF before all missions.

6.7.1. If material has been added to the FCIF since the last review, sign off the latest FCIF item number in PEX (Patriot Excalibur). If PEX is inoperative, comply with locally developed procedures in Chapter 10 of this instruction.

6.7.2. Crew members delinquent in FCIF review and joining a mission enroute, will receive an FCIF update from their primary aircrew member counterpart on that mission. Instructor pilots flying with general officers are responsible for briefing appropriate FCIF items.

6.7.3. Crew members not assigned or attached to the unit will certify FCIF review by entering the last FCIF number and their initials beside their name on the file copy of the flight authorization or their ACM orders. Initials will be in pen.

6.7.4. Units are responsible for ensuring TDY aircrews receive newly released FCIFs which may result in mission impact.

6.8. Mission Kits. Prior to departure, the PIC, or a designated representative, will ensure a current mission kit is aboard the aircraft. The kit will contain, but is not limited to, the items listed in **Figure 6.1**. Maintain sufficient quantities of forms and documents to cover time well in excess of the scheduled mission length.

Table 6.1. Aircrew Mission Kit.

Section I – Publications
AFI 11-202, Volume 3, <i>General Flight Rules</i>
AFI 11-401, <i>Flight Management</i>
DESC-I-31, <i>Purchase of Aviation Fuel and Services at Commercial Locations</i>
Flight Crew Operations Manuals (Volume 1, 2, QRH and FCTM)
Flight Planning and Performance Manual (FPPM)
HQ AMC Airfield Suitability & Restrictions Report (ASRR)
AFI 11-2C-32BV3
Flight Crew Information Summary (FCIS)
Section II – Forms
<i>DD Forms:</i>
175, <i>Military Flight Plan</i>
1385, <i>Cargo Manifest</i>
1801, <i>DoD International Flight Plan</i>
<i>DD Forms cont.:</i>
CBP 7507, <i>General Declaration</i> (Outward/Inward)
2131, <i>Passenger Manifest</i>
<i>AF Forms:</i>
15/15A, <i>USAF Invoice/Invoice Envelope</i>
315, <i>USAF AVFUELS Invoice</i>
457, <i>USAF Hazard Report</i>
651, <i>Hazardous Air Traffic Report (HATR)</i>
1297, <i>Temporary Issue Receipt</i>
2282, <i>Statement of Adverse Effect – Use of Government Facilities</i>
4122, <i>Airborne Radio Log</i>
<i>AFSOC Forms:</i>
97, <i>AFSOC Aircraft Incident</i>
Section III – Miscellaneous
Foreign Nation – Custom Forms (When Applicable)
All Applicable Local Forms
Oceanic Plotting Charts
Emergency Procedures (EP) Hardcard
RNAV/VNAV/Category II (CAT II) Hardcard
Winter Guidelines and De/Anti-Ice Hardcard

Cockpit Preparation Hardcard
ETOPS/Oceanic Procedures Hardcard
ILS/PRM Procedures Hardcard
NOTE: The pilots are responsible for the aircrew mission kit. AMSS and LM are responsible for their respective mission kits.

6.9. Briefing Requirements.

6.9.1. Pre-Mission Briefings. Briefings should be clear, concise, and designed to provide only mission essential information. Supplement and shorten briefings with visual aids when practical. Avoid needless repetition of published procedures. Schedule briefings after considering the particular mission, crew rest, and other pertinent factors. Aircrew members must be provided all applicable information available to ensure complete and professional aircrew planning. Crew members will not fly unless they attend the crew briefings for their mission. **EXCEPTIONS:** When mission requirements dictate, PICs may excuse certain crew members from the briefing. The PIC will ensure that those personnel receive a face-to-face briefing prior to engine start.

6.9.1.1. Crew members joining a mission enroute will receive a face-to-face briefing prior to assuming primary duties.

6.9.2. Weather Briefings. See AFI 11-202V3 requirements. Obtain a briefing on current weather, trends, and forecasts for the proposed route, destination, and alternates. The weather briefing should be documented on a DD 175-1, Flight Weather Briefing. If military weather isn't available or practical; civilian weather briefings are authorized. **EXCEPTION:** Verbal weather briefings are acceptable for local area training missions. See Chapter 10 of this instruction for locally developed weather briefing requirements.

6.9.2.1. Use weather briefings from the Operational Weather Squadron (OWS) responsible for weather support at that location.

6.9.2.2. No military weather services available. If crews cannot contact home station or OWS, crews will obtain weather through any means available to ensure required weather data is in their possession prior to mission accomplishment.

6.9.2.3. Approved weather sources. Use in the following order: US Military weather services, Federal Aviation Administration (FAA) approved (Jeppesen, Flight Service, etc.), or any host nation civil or military weather source.

6.9.3. NOTAM information is permitted from the following sources; US Military services, any FAA-approved source (Jeppesen, Flight Service, etc.), or any host nation civil or military source.

6.9.4. Hazardous Cargo Briefing. Prior to acceptance of hazardous materials, the PIC or designated representative should be furnished a cargo briefing and appropriate forms. The PIC will ensure that all crew members thoroughly understand mission requirements and procedures governing the hazardous materials being airlifted.

6.9.5. Pilot In Command Briefing. Give this briefing before the first flight of the mission and for subsequent flights when crew member substitutions are made or operating procedures change from the original briefing.

6.9.6. Departure and Arrival Briefings. As a minimum the following topics need to be covered.

6.9.6.1. Departure.

6.9.6.1.1. RTO and Emergency Return.

6.9.6.1.2. Emergency Level off Altitude and Jeppesen Special Departure Procedures (SDP) (if applicable).

6.9.6.1.3. Minimum Safe Altitude (MSA).

6.9.6.1.4. Standard Instrument Departure (SID)/Departure Instructions.

6.9.6.1.5. Any Non-standard procedures that are anticipated.

6.9.6.2. Arrival. Conduct the arrival brief IAW the “Normal Procedures” (NP) section of the FCOM, Volume 1.

6.9.7. En Route Briefings. The PIC will conduct a debriefing after each mission and prior to entering crew rest. The debriefing will include all applicable crew members so common problems can be discussed and resolved. Crew members may be excused from the debrief at the discretion of the PIC. The PIC will also brief the crew on the requirements for the next mission leg. Route and leg briefings should be conducted for every leg prior to departure with applicable crew members or a designated representative for each crew specialty. PICs should keep the passenger POCs informed of mission specifics, changes, problems, etc. Use the following checklist as a guide for en route briefings:

6.9.7.1. Crew contact procedures during crew rest.

6.9.7.2. Departure time.

6.9.7.3. Crew reporting time and place (transportation arrangements).

6.9.7.4. Fuel load.

6.9.7.5. Uniform changes (if applicable).

6.9.7.6. Cabin service requirements.

6.9.8. Passenger Briefings. The PIC or designated representative will brief passengers on all flights in accordance with the applicable passenger video or briefing checklist.

6.10. Call Signs. Use voice call sign listing (VCSL) or as specified in mission directives except local training missions. Use standard call signs for local area training missions.

6.11. Instrument Flight Rules. Conduct flight operations under IFR to the maximum extent possible without unacceptable mission degradation. **EXCEPTION:** On local training flights, Visual Flight Rules (VFR), VFR terminal area procedures, and visual patterns should be reviewed and practiced to ensure aircrew VFR flight proficiency and knowledge of VFR procedures and rules are maintained.

6.11.1. During VFR operations, aircraft will utilize radar advisory service to the maximum extent possible.

6.12. Flight Data Verification.

6.12.1. Computer Flight Plan (CFP) Usage. MAJCOM approved (Jetplan, Milplanner, Portable Flight Planning Software (PFPS), (Combat)CFPS, etc) flight planning programs are authorized for performance, navigation, and climatic data, including en route wind information for C-32B aircraft. If computer flight plans are used, each mission segment should utilize current wind data if available.

6.12.2. Aircrews may manually compute flight plans if a CFP is not available.

6.12.3. Regardless of whether a flight plan is prepared by the aircrew or is furnished by another source, the PIC will verify routes and flight altitudes to ensure proper terrain clearance and hazardous weather avoidance.

6.12.4. Aircrews will verify diplomatically-cleared routing and fuel computations for accuracy prior to departure.

6.12.5. Takeoff and Landing Data. The use of a MAJCOM approved (Jeppesen, Boeing On-Board Performance Tool (OPT), etc.) airfield analysis program is authorized for determining takeoff and landing data. Speeds for takeoff and landing will be computed by tabulated data or the aircraft Flight Management Computer (FMC) as applicable. Takeoff and landing data should be independently verified by both pilots.

6.13. Departure Planning:

6.13.1. Gross Weight. Ensure that the aircraft does not exceed the maximum gross weight, zero fuel weight, or center of gravity limitations specified in the AFM. Gross weight may be further restricted by operating conditions.

6.13.2. For the use of Non-standard Takeoff Minimums refer to AFI 11-202V3 and applicable supplements.

6.13.3. Specific ATC Departure Instructions/Climbout Performance. The aircraft must be able to meet or exceed the published climb gradient for the departure method being used with all engines operating. When no climb gradient is published, the aircraft must be able to climb at 200 feet per nautical mile (3.3%) or greater. For departure planning with one engine inoperative (OEI), refer to chapter 8 of AFI 11-202V3 as supplemented.

6.13.3.1. Standard Instrument Departures (SIDs). OPRs for SIDs are identified on each individual SID. Only MAJCOM/A3, after a TERPS review, may approve a host nation or commercially produced SID for use in Instrument Meteorological Conditions (IMC).

6.13.3.2. Published IFR Departure Procedures. Published IFR Departure Procedures are available at some civil and military fields to assist in avoiding obstacles during climb to the minimum en route altitude (MEA). Aircraft will comply with AFMAN 11-217 and AFI 11-202V3 requirements.

6.13.3.3. Special Departure Procedures (SDPs). HQ AFSOC authorizes the use of SDPs for C-32B aircraft. SDPs utilize worldwide obstacle database criteria to provide OEI escape routing. **WARNING:** SDPs may not ensure obstacle/terrain clearance if the aircraft is unable to comply with the specified escape routing. At airfields where obstacle/terrain clearance is a factor, departure procedures from liftoff to the minimum enroute altitude must be reviewed and included in the takeoff briefing. **NOTE:** Use of SDPs as alternate departure routing (no emergency) is not authorized.

6.13.3.4. Specific ATC Departure Instructions (Specific Climbout Instructions or “Radar Vectors”). Crews may depart via specific ATC departure instructions.

6.13.3.5. VFR Departures. VFR departures are authorized when required for mission accomplishment. The weather at takeoff must permit a VFR climb to an IFR MEA, an appropriate IFR cruising altitude, or an altitude where an IFR clearance can be obtained. **NOTE:** In no case will VFR departures be flown in lieu of OEI obstacle clearance planning or use of IFR departure procedures.

6.14. Obstacle Clearance Planning:

6.14.1. Obstacle Identification Surface (OIS). Obstacle identification for SID purposes are those objects that penetrate an OIS of 40:1 (152 feet per nautical mile (NM)). Calculation of the OIS on a SID continues until the SID reaches a MEA or until the SID terminates. Climb gradients of 200 feet per NM, or published climb gradients, will provide at least 48 feet per NM clearance above all obstacles that do not penetrate the OIS. The PIC must be aware and thoroughly brief the crew on all obstacles along the departure flight path. **NOTE:** Civilian SIDs do not depict the controlling obstacle that the climb gradient is based on.

6.14.2. MAJCOM approved computer generated Airfield Ops Data is sufficient to meet or exceed all obstacle clearance requirements for USAF aircraft.

6.14.3. When Airfield Ops Data is not available, before flying any departure, the aircrew will:

6.14.3.1. Use the FPPM or QRH to determine the max takeoff gross weight for the runway to be used for the atmospheric conditions that exist or are anticipated for the time of departure. Review appropriate terrain charts (if available), the ASRR, instrument approaches, area charts, departure plates, etc. to determine the controlling obstacle(s). **WARNING:** When using the FPPM/QRH to determine takeoff data, crews must be aware that there is no weight penalty to account for climb degradation during turning departures and it is extremely difficult to identify all obstacles that may affect the flight path. If terrain/obstacles are a factor, max power takeoffs and climbs should be used until reaching MEA.

6.15. Takeoff Minimums and Departure Alternates.

6.15.1. Weather Minimums for Takeoff.

6.15.1.1. Takeoff is permitted when weather is below the published ceiling but:

6.15.1.1.1. Runway Visual Range (RVR) is 1,600 or greater (with no RVR readout use visibility 1/4 mile or greater) or;

6.15.1.1.2. Approach end RVR is 1,200 or greater, departure end RVR is 1,000 or greater and centerline lighting is operational.

6.15.2. When weather is below approach and landing minimums (ceiling or visibility) a departure alternate is required. Do not use CAT II minimums to determine if a departure alternate is required. In the absence of RVR readouts, reported visibility will be no lower than 1/2 SM.

6.15.3. Suitability of Departure Alternates. When a departure alternate is required, the aircraft must be capable of maintaining the MEA or Minimum Obstruction Clearance

Altitude (MOCA) whichever is higher, to the alternate using one engine out performance criteria. To qualify as a departure alternate the airfield must meet one of the following conditions:

6.15.3.1. Within 30 minutes flying time and the ceiling and visibility must be equal to or better than the published approach minimums or 200 and 1/2 (RVR 2,400) whichever is greater, and forecast to remain so until 1 hour after takeoff, or;

6.15.3.2. Within 2 hours flying time and the weather must be at least 500-1 above the lowest compatible published approach minimums, but in no case lower than 700-2 for a precision approach or 800-2 for a non-precision approach, and forecast to remain so for ETA plus or minus 1 hour.

6.15.4. Airfield and Aircraft Approach Capability. For IFR departures, the approach facility upon which weather minimums are based must be operational at the departure and alternate airports and the necessary aircraft approach equipment must also be operational.

6.16. Destination Requirements (for filing purposes). The forecast destination weather will be according to AFI 11-202V3 and the following:

6.16.1. File two alternates when:

6.16.1.1. The forecast weather is less than required minimums for the lowest compatible approach.

6.16.1.2. The forecast surface winds (intermittent or prevailing) exceed limits corrected for RCR.

6.16.2. File an alternate, regardless of forecast weather, when the destination aerodrome is outside the 48 conterminous states.

6.16.3. When filing to a remote or island destination, aircrews will use 2 hours of holding fuel (in lieu of an alternate and 50 minutes holding fuel). A remote or island destination is defined as any aerodrome which, due to its unique geographic location, offers no suitable alternate (civil or military) within 2 hours flying time. The forecast weather at the remote or island destination must meet the following criteria:

6.16.3.1. The prevailing surface winds, corrected for RCR, must be within limits at ETA and forecast to remain so for 2 hours thereafter.

6.16.3.2. The prevailing ceiling and visibility must be equal to or greater than published minimums for an available published approach (excluding radar approaches), for ETA plus 2 hours.

6.17. Destination and AAR Alternates.

6.17.1. Choose alternates that best meet mission conditions and conserve fuel. When terminal forecasts are marginal, if possible avoid picking alternates within the same weather system. Selected alternates should not be restricted by FLIP, the FCG, or diplomatic clearances and should be compatible with the mission load. A weather alternate does not need to be capable of providing en route maintenance. The PIC retains final authority in the choice of the alternate; however, selection by support agencies should be used if the above criteria are met and the aircraft has already been serviced.

6.18. Adverse Weather Planning.

6.18.1. Icing. The Air Force Weather Agency Technical Note (AFWA/TN 98/002) *Meteorological Techniques*, states that freezing drizzle is equivalent to moderate icing and freezing rain is equivalent to severe icing. Prolonged flight (cruise) in areas of forecast or reported severe icing (freezing rain) is prohibited.

6.18.1.1. C-32B aircrews should use the MAJCOM approved De/Anti-Icing Hardcard for procedures and to establish holdover times.

6.18.2. Thunderstorms. During flight, use any available means to avoid thunderstorms by:

6.18.2.1. Minimum of: 20 NM at or above FL 230.

6.18.2.2. Minimum of: 10 NM below FL 230.

6.18.3. Do not fly directly above (within 2,000 feet) thunderstorms or cumulonimbus clouds. If unable to vertically clear thunderstorms or cumulonimbus clouds by at least 2,000 feet, you must avoid them by using the above criteria. **NOTE:** Aircraft damage may occur 20 miles or more from any thunderstorms. Aircrews must familiarize themselves with information on thunderstorm development and hazards. Refer to AFH 11-203, *Weather for Aircrews*.

6.18.4. In order to minimize exposure to thunderstorm hazards when approaching or departing an airport in an area where thunderstorms are occurring or are forecast:

6.18.4.1. Attempt to maintain Visual Meteorological Conditions (VMC).

6.18.4.2. Attempt to maintain at least 5 NM separation from heavy rain showers. **NOTE:** Approaches or departures may be accomplished with thunderstorms in the vicinity of the airport. The thunderstorms must not be producing any hazardous conditions (such as hail, lightning, strong winds, gusts fronts, wind shear, or microbursts) at the airport, and must not be forecast or observed to be moving in the direction of the route of flight (to include the planned missed approach corridor, if applicable).

6.18.5. Altimeter Temperature Corrections. Aircrews performing instrument approaches and landings at locations where temperatures are 32°F/0°C or below will apply temperature corrections IAW the Flight Information Handbook and AFI 11-202V3.

6.18.6. Turbulence. Flights into areas of forecast or reported severe turbulence are prohibited. **NOTE:** Turbulence classification is specific to the size and weight of the aircraft experiencing the conditions. Reported severe turbulence from aircraft smaller than the C-32B may or may not be valid. The PIC should attempt to ascertain the source of the report and then use their best judgment on how to proceed. If this information is not available, the report must be considered valid and the restriction of 6.18.6 of this AFI applies.

6.18.6.1. Do not fly into an area of known or forecast moderate or greater mountain wave turbulence.

6.19. Fuel Planning. Use the CFP, FPPM or QRH for fuel planning. Flying at longrange cruise (approx .80M) is the most conservative method, and therefore this method is encouraged. However, PICs may elect to fly at other speeds deemed appropriate for the mission. The “recommended” altitude from the FMC is the most economical based on two engines, gross weight, target speed, forecast cruise winds and temperature. Therefore, the aircraft should be

flown within 2,000 feet of this altitude (unless the mission dictates other altitudes). Step climbs should be used if available.

6.19.1. Add Extra Fuel:

6.19.1.1. When fuel is unavailable at en route stops; when compressed ground times during single day multi sortie missions preclude refueling at each en route stop; or when en route refueling will delay or be detrimental to mission accomplishment.

6.19.1.2. When passengers or patients are aboard, to recover at a suitable airfield from the ETP at 10,000 feet MSL in the event of unpressurized flight.

6.19.1.3. When Category II operations are anticipated (total must include fuel for en route decent, approach, missed approach, en route fuel to alternate, and approach fuel at alternate).

6.19.1.4. When required by the CFP for extended range operations.

6.19.2. Fuel Conservation. Aircrew and mission planners will manage fuel as a limited commodity and precious resource. Fuel optimization will be considered throughout all phases of mission planning and execution. Excessive ramp and recovery fuel adds to aircraft gross weight and increases fuel consumption. Do not ferry extra fuel beyond optimum requirements for safe mission accomplishment and training objectives. Aircrews and mission planners will optimize flight plans and flight routings for fuel efficiency. In-flight procedures such as climb or descent profiles and power settings should also be considered for efficient fuel usage. Aircrews should employ the following aviation fuel optimization measures without compromising flight safety or jeopardizing mission/training accomplishment.

6.19.2.1. Optimize fuel loads. Mission plan for the required ramp and recovery fuel. Ensure ramp fuel is correct upon arrival at the aircraft.

6.19.2.2. Minimize APU use. Use ground power units when practical.

6.19.2.3. Delay engine start time. Establish and implement local engines start time standards.

6.19.2.4. Minimize aircraft weight through optimized fuel loads and reduction of equipment not necessary to accomplish the mission.

6.19.2.5. Establish C2 and flight following procedures to ensure timely notification of mission changes/cancellations to avoid unnecessary or unproductive flight time.

6.20. Mission Folder. The unit will develop a mission folder for each mission to ensure all predeparture information is available to aircrews. This folder will include the Flight Authorization, Go/No-Go verification, risk assessment and other forms and information required for the mission.

6.21. Navigation Kits. The PIC will ensure the worldwide navigation kits are loaded on the aircraft prior to any off-station mission. Local area navigation kit should be developed and used for all local flights.

6.21.1. Minimum contents of route navigation kits will be in accordance with [Figure 6.2](#). Commanders may modify the items as necessary to meet operational requirements.

Table 6.2. Route Navigation Kits.

Item	Minimum Contents
FLIP Planning (Sections GP, AP/1, AP/2, AP/3, AP/4)	1
FLIP IFR Supplement	2
FLIP IFR Handbook	2
FLIP En Route Charts (High and Low)	2
FLIP Area Charts (Terminal)	2
FLIP Instrument Approach Procedures (High and Low)	2
Standard Terminal Arrivals (STARs)	2
OPREP-3 Report Format	1
Maps and Charts	As Required
AF Form 72, Air Report (AIREP)	3
USAF Airfield Familiarization Guide or Worldwide Jeppesen Familiarization Guide	1
NOTE: Oceanic Planning Charts for applicable theaters will be included in required maps and charts.	

Section 6C—Preflight

6.22. Aircraft Civilian Maintenance Forms. Review the official aircraft civilian maintenance forms before applying power to the aircraft or operating aircraft systems. The exceptional release must be signed before flight. A maintenance officer, maintenance superintendent, or authorized civilian normally signs the exceptional release out of home station. If one of these individuals is not available, the PIC may sign the exceptional release.

6.23. En Route Aircraft Preflights. Crew chiefs/civilian maintenance and AMSS will accomplish aircraft preflights following crew rest. Anytime en route maintenance has been performed, the affected systems will be pre-flighted and should be operationally checked as soon as possible, if practical. Thru-flight inspections will be completed anytime a preflight is not required. LM only need to accomplish a thru-flight inspection at en route stops.

6.24. Aircraft Servicing and Ground Operations.

6.24.1. Aircraft Refueling and De-fueling. Qualified civilian maintenance personnel and crew chiefs are authorized to refuel or de-fuel the aircraft. Comply with the appropriate aircraft fueling manuals and T.O. 00-25-172 (if applicable).

6.24.2. Concurrent Ground Operations. Simultaneous refueling or de-fueling while maintenance operations are being performed and/or cargo is being uploaded or downloaded is authorized IAW T.O. 00-25-172.

6.24.2.1. Aircrew members are authorized to enplane or deplane during fuel servicing to perform normal aircrew duties.

6.24.2.2. Aircrew personnel are authorized to conduct "power off" portions of inspections during servicing when essential to meet operational turn-around requirements.

6.24.2.3. Passengers may remain on board the aircraft during refueling, provided they are briefed on the hazards of the operation. Stairs and exit(s) will be positioned (if required) with doors open. Passengers will not enplane or deplane during fueling operations unless absolutely necessary and escorted by an aircrew member. A standby fire truck is required if servicing with JP-4 or Jet B fuels.

6.24.3. Crash, Fire, and Rescue Protection:

6.24.3.1. The aircraft engine fire extinguisher system fulfills the minimum requirements for fire protection during engine start. If available, position a portable fire extinguisher for added fire protection.

6.24.3.2. A fireguard is not required for engine start but should be utilized to the maximum extent possible.

6.25. Aircrew/Maintenance Engine Run-ups. Due to procedural differences, a mixed aircrew/maintenance engine run should not be accomplished.

6.26. Towing. The PIC will coordinate with the senior maintenance officer or superintendent to ensure the towing supervisor and crew is qualified. The PIC will ensure that the tow team supervisor briefs all personnel on their duties and the associated hazards. Proper checklists will be used. If any doubt exists as to the qualification of the tow team personnel or the safety of the operation, make no attempt to tow the aircraft until qualified personnel can be located.

6.26.1. Towing Procedures. Pilots may act as a tow team member if they are trained and qualified IAW applicable unit guidance.

6.26.2. During towing operations shut the APU off prior to any part of the aircraft entering hangars and do not restart the APU until the aircraft is completely clear of hangars.

6.27. Aircrew Flight Equipment Requirements:

6.27.1. Oxygen Requirements. The minimum quantity of oxygen aboard an aircraft before takeoff must be sufficient to accomplish the planned flight from the equal time point (ETP) to recovery should oxygen be required. C-32B dispatch oxygen requirement will be the greater of the maintenance placard value or what is required by the FPPM for the mission being flown.

6.27.2. Aircrew members will comply with the oxygen requirements specified in AFI 11-202V3.

6.27.3. Prior to each flight, flight deck crew members will accomplish a communications and operational check of their oxygen masks and smoke goggles.

6.27.4. All primary crew members will use supplemental oxygen for flight when the cabin altitude exceeds 10,000 feet MSL. **NOTE:** Primary cabin crew members should use the aircraft portable oxygen bottles or a passenger service unit (PSU) to comply with this requirement.

6.27.5. Rafts. Ensure sufficient life rafts are on board to accommodate all passengers and aircrew members on overwater flights.

6.27.6. Ensure a sufficient quantity of Adult-Child life vests will be aboard for all passengers and crew members for overwater flights.

6.27.7. **Aircrew Flight Equipment.** Prior to departing home station, the PIC or designated representative will ensure appropriate serviceable AFE, and survival equipment for the entire mission are aboard the aircraft and all required inspections have been completed. The AFE section is responsible to ensure that the AFE on the airplane is current and operable. Local training missions require an aircrew preflight inspection prior to the first flight of the day. Aircrew members discovering used or missing equipment will make an entry in the aircraft maintenance forms for standard commercial aircraft equipment. If Air Force issued equipment is used or missing, notify AFE section. NOTE: Prior to the first flight each day, the AFTO Form 46 must be signed off by the aircrew member who pre-flights the aircraft life support emergency equipment.

6.28. Transponder Operations. Aircraft will not depart without an operable transponder capable of reporting Mode 3/A and C.

6.28.1. Aircraft will not depart with an Identify Friend or Foe/Selective Identify Frequency (IFF/SIF) known to be inoperative if the mission requires mode 4 to be reported.

6.28.2. If an operational mode 4 is required. An operational check of the mode 4 will be made prior to takeoff (a self test satisfies this requirement). If the mode 4 checks bad or fails in-flight, the IFF/SIF unit will be repaired prior to flight and/or aircraft landed for repairs except for the following:

6.28.2.1. Missions that are generated in the CONUS and do not plan to exit the CONUS ADIZ.

6.28.2.2. Non-training peacetime missions where cancellation or return to base (RTB) for mode 4 failure would seriously degrade mission effectiveness (i.e., alert response, disaster relief, aeromedical evacuation, etc.).

6.28.2.3. Mission where the aircraft will not transit an area where safe passage procedures are in effect.

6.28.3. Ground and in-flight checks of the mode 4 are mandatory maintenance debrief items. Crews will annotate any failure or unsuccessful interrogation of the mode 4.

6.28.4. Use the IFF/SIF IAW local procedures.

6.28.4.1. IFF/SIF mode 1, 2, and 3/A codes, once set and transmitted, are unclassified and may be left in the transponder.

6.28.4.2. IFF/SIF mode 4 codes must be zeroized before leaving the aircraft.

6.29. Dropped Object Prevention. During aircraft exterior visual inspections, pay particular attention to surface panels, and components which potentially could be dropped objects. If a dropped object is discovered and the mission is continued, the flight crew:

6.29.1. Ensures the write up is entered in the appropriate forms.

6.29.2. Notify the unit operations officer, unit safety officer, and C2 as soon as practicable, to include route of flight, altitude and weather (i.e., turbulence, etc.).

6.30. Narcotics. Crew members will ensure narcotics and other unauthorized items are not smuggled aboard the aircraft.

6.31. Cockpit Congestion and Loose Objects:

6.31.1. Hold the number of crew members on the flight deck to the minimum commensurate with the mission requirements.

6.31.2. Keep the flight deck uncluttered and orderly for all flight and ground operations.

6.31.3. Do not place any item (checklist, chart, etc.) on the center pedestal in a position that covers or hides from view any switch, light, or gauge. Do not place any item behind the throttle quadrant which could interfere with thrust lever movement.

6.32. Flight data recorder (FDR) and cockpit voice recorder (CVR) systems. Should be operative prior to departure and operated continuously from the start of the takeoff roll until the aircraft has completed landing roll at destination. If en route failure occurs, continue the mission to a station where adequate repairs can be made. If involved in a mishap or incident, open the CVR and FDR power circuit breaker after landing and after terminating the emergency. CVR recordings are considered factual and the transcript is not a privileged document. The actual aircrew voices on the tape are considered protected under the privacy act according to AFI 91-204, *Safety Investigations and Reports*.

6.33. Passenger Policy. DoD 4515.13-R, establishes criteria for passenger movement on DoD aircraft. It defines five categories of passenger travel: space-available, aeromedical evacuation, orientation, public affairs, and space-required. AFI 11-401, *Flight Management*, provides further guidance on orientation and public affairs travel. Refer to these publications directly for details not addressed in this instruction. In all cases, passengers will be manifested on DD Form 2131, Passenger Manifest. Refer to paragraph 3.5 of this AFI for ACM policy.

6.33.1. Space-available. C-32B aircraft will not be used for space-available travel.

6.33.2. Aeromedical Evacuation. Defined as the movement of patients by air. Specific guidance on eligibility and documentation is contained in DoD 4515.13-R.

6.33.2.1. Restrictions. If tasked to conduct aeromedical evacuation, both pilots must be fully qualified. Air refueling may be performed if required for mission accomplishment after coordination with tasking authority. Simulated EPs are prohibited.

6.33.3. Orientation. AFI 11-401 (as supplemented) contains specific details on the Air Force Orientation Flight Program. There are four categories of orientation flights: incentive flights, distinguished visitor flights, familiarization flights, and spouse orientation flights. Authorized participants and approval authority are contained in AFI 11-401 and applicable supplements. Document authorization by letter and manifest on DD Form 2131. Requests for approval will include the mission profile and mission events to be accomplished. Forward requests through unit Stan/Eval.

6.33.3.1. Restrictions. For spouse orientation, comply with restrictions in AFI 11-401 and applicable supplements.

6.33.3.2. For other orientation categories, both pilots must be fully qualified. Simulated EPs are prohibited. All other events may be conducted IAW the profile approved by approval authority listed in AFI 11-401.

6.33.4. Public Affairs Travel. Defined as travel in the interest of adding to the public understanding of DoD activities. AFI 11-401 contains specific details on the Air Force Public Affairs Flight Program. Authorized participants and approval authority are contained in AFI 11-401. Document authorization by letter and manifest on DD Form 2131. Requests

for approval will include the mission profile and events to be accomplished. Forward requests through public affairs.

6.33.4.1. Restrictions. Both pilots must be fully qualified. Air-to-air refueling may be approved on a case by case basis by the OG/CC (or equivalent). Simulated EPs are prohibited. All other events may be conducted as approved by the approval authority listed in AFI 11-401.

6.33.5. Space-required. DoD 4515.13-R lists several categories of passengers, not previously mentioned, who are authorized official travel on DoD aircraft.

6.33.5.1. Supported forces. A sub-category of space-required passenger defined by this instruction as US and foreign military and civilian personnel who are an integral part of the mission being performed. Eligibility under this status is granted by the approval authority for the mission; and is assumed by the mission tasking. Supported forces must be properly manifested.

6.33.5.1.1. Restrictions. Both pilots must be fully qualified unless excepted by AFI 11-401, paragraph 1.12. (Requirements for Pilots in Dual-Controlled Aircraft) and Chapter 3 of this AFI. Simulated EPs are prohibited. All other events are authorized. PICs will ensure that supported forces are briefed on the mission profile and mission events before flight.

6.33.5.2. Supporting forces. A sub-category of space-required passenger defined by this instruction as US and foreign military, DoD civilians, and US civilian employees under contract to the DoD, who directly support the mission or a deployment of an AFSOC/ANG unit. This may include, but is not limited to; maintenance, communications, intelligence, logistics, and flight test personnel, civilian contractors required for in-flight checks or deployment support and other military personnel who are on board to communicate/coordinate with other agencies. Eligibility under this status is granted by the approval authority for the mission. Off-station travel is documented by travel orders. Local flights will be approved by the OG/CC (or equivalent). **EXCEPTION:** Unit/CC may approve assigned personnel. When frequent local flights are necessary, commanders may issue annual authorizations by name or AFSC as appropriate. Supporting forces must be properly manifested.

6.33.5.2.1. Restrictions. Both pilots must be fully qualified unless excepted by AFI 11-401, paragraph 1.12 (Requirements for Pilots in Dual-Controlled Aircraft) and **Chapter 3** of this AFI. Simulated EPs are prohibited. All other events are authorized. PICs will ensure that supporting forces are briefed on the mission profile and mission events before flight. **EXCEPTION:** EPs required for the purposes of a functional check flight are authorized. In this context, personnel on board are required for mission accomplishment. Limit personnel to absolute minimum required. Other mission events are authorized.

6.34. One-time Flights. An aircraft may be released for a one-time flight, with a condition that might be hazardous for continued use, if the aircraft is airworthy for one flight to another station. MAJCOM/A3 is the approval authority.

6.34.1. The release must first be authorized by the chief of maintenance, the senior maintenance officer, or the chief Boeing repair specialist.

6.34.2. After the maintenance release is obtained, contact MAJCOM/A3 for flight authorization.

6.34.3. The maintenance release, MAJCOM approval, and the PIC's concurrence are all required before the aircraft can be flown to the specified destination.

6.35. Functional and Acceptance Check Flights (FCF and ACF). Perform FCF and ACF duties IAW T.O. 1-1-300, applicable group/wing supplements and applicable aircraft checklists. The unit will submit an FCF letter to the OG/CC (or equivalent). The FCF letter, at a minimum, will include crew qualification and position. All FCF crews will be IP's or higher. EP's are automatically FCF qualified.

Section 6D—Departure

6.36. On Time Takeoffs. Mission departures are considered on time if the aircraft is airborne from 20 minutes prior to 14 minutes past the scheduled takeoff time.

6.36.1. AAR Missions. Scheduled takeoff time may be adjusted to make the ARCT. Notify the C2 agencies (as applicable) as soon as possible with the updated information.

6.36.2. Early Departures:

6.36.2.1. Home Station. Early departures are authorized to prevent a delay due to weather, ATC or airfield operating restrictions.

6.36.2.2. En route Stations. Early departures at en route stations may be authorized provided the impact on local and downrange facilities, diplomatic clearance restrictions and crew duty time is evaluated. Notify the controlling C2 agency for any purposed or actual itinerary changes.

6.37. Cabin Security Procedures for Takeoff and Landing. The following procedures should be followed prior to all takeoffs and landings:

6.37.1. The LM should assure all carry-on luggage and supplies are secured as soon as possible after boarding passengers. Ensure all passenger carry-on baggage is stowed to prevent a hazard during emergency landings, (i.e., blocking an exit or emergency equipment). Notify the PIC when excessive topside baggage/cargo precludes safe stowage.

6.37.2. The LM should notify the cockpit crew that the cabin is secure prior to being seated for takeoff or landing. The cockpit crew should confirm the cabin security report prior to takeoff and landing.

Section 6E—Enroute

6.38. Flight Progress.

6.38.1. Operations in International/Territorial Airspace. US military aircraft and DoD personnel entering another nation to conduct US government business therein must have the approval of the foreign government concerned to enter their airspace. Foreign clearances for US international air operations are obtained through US officials known as Defense Attaché Officers (DAOs). Refer to FLIP GP for international strait passage, archipelagic sea lane passage, procedures to follow if intercepted, and other foreign sovereignty issues.

6.38.1.1. There are essentially two types of airspace: international airspace and territorial airspace. International airspace includes all airspace seaward of coastal states territorial seas. Military aircraft operate in such areas free of interference or control by the coastal state. Territorial airspace includes airspace above territorial seas, archipelagic waters, inland waters, and land territory and is sovereign airspace. Overflight may be conducted in such areas only with the consent of the sovereign country.

6.38.1.2. In accordance with international law, the US recognizes sea claims up to 12 nautical miles. Diplomatic constraints and/or a lack of diplomatic clearances usually result in missions operating in international airspace. Because of this, it is imperative sufficient information be provided far enough in advance to allow compliance with FCG requirements established by the countries concerned. The US does not normally recognize territorial claims beyond 12 nautical miles; however, specific guidance from certain US authorities may establish limits, which differ from the standard.

6.38.1.3. Flight Information Region (FIR). A FIR is defined as an area of airspace within which flight information and related services are provided. A FIR does not reflect international borders or sovereign airspace. Aircraft may operate within an established FIR without approval of the adjacent country, provided the PIC avoids flight in sovereign airspace.

6.38.1.4. Aircrews on a flight plan route, which takes them from international airspace into territorial airspace for which approved aircraft clearances were obtained, should not amend entry point(s).

6.38.1.5. Safe Passage violations of foreign sovereignty result from unauthorized or improper entry or departure of aircraft. Aircrews should not enter into territorial airspace (12 NM from sovereign landmass) for which a clearance has not been duly requested and granted through diplomatic channels.

6.38.1.6. Air traffic control agencies are not vested with authority to grant diplomatic clearances for penetration of sovereign airspace where prior clearance is required from the respective country. Aircraft clearances are obtained through diplomatic channels only.

6.38.1.7. In the event air traffic control agencies challenge the validity of a flight routing or attempt to negate existing clearances, pilots must evaluate the circumstances. The normal response will be to attempt to advise the air traffic control agency that the aircraft will continue to the planned destination as cleared in international airspace. The key phrase is "in international airspace." Safety of flight is paramount in determining mission continuation. Under no circumstances should aircrews construe a clearance which routes their mission over sovereign airspace which was not approved through diplomatic channels prior to mission departure, as being valid authorization.

6.38.1.8. Aircrews operating missions requiring unique or specially developed routing will normally be briefed at home station, or the onload location but must be briefed prior to performing the critical portion of the mission.

6.39. Navigational Capabilities.

6.39.1. Oceanic and Reduced Visual Separation Minimums (RVSM) operations. C-32B aircraft and aircrews are RVSM compliant. For all normal oceanic operations refer to applicable FLIP, FAA publications, MAJCOM approved Oceanic Hardcard and the Supplement section (QS) of the QRH.

6.39.1.1. For a list of required aircraft equipment and systems for entry into RVSM airspace reference *General Planning*, Chapter 5 and FLIP AP/2.

6.39.1.2. Document (in the aircraft forms) malfunctions or failures of RVSM required equipment, including the failure of this equipment to meet RVSM tolerances.

6.39.1.3. Contingency Operations. After entering RVSM airspace the pilot should notify ATC of contingencies (aircraft system failures, weather conditions) which affect the ability to maintain the current flight level and coordinate a plan of action. Contingency procedures for specific regions and areas are located in the applicable AP series publications and on the FAA RVSM documentation webpage: <http://www.faa.gov/ats/ato/rvsm1.htm>.

6.39.2. Required Navigation Performance (RNP) Airspace. Airspace where RNP is applied is considered special qualification airspace. Both the operator and the specific aircraft type must be approved for operations in these areas. C-32B aircraft are approved for RNP operations. The following are RNP requirements.

6.39.2.1. Preflight Procedures. Review maintenance logs to ascertain status of RNP Equipment.

6.39.2.2. Enroute. At least two long range navigation systems certified for RNP must be operational at the oceanic entry point. Periodic crosschecks will be accomplished to identify navigation errors and prevent inadvertent deviation from ATC cleared routes. Advise ATC of the deterioration or failure of navigation equipment below navigation performance requirements and coordinate appropriate actions.

6.39.2.3. Document (in the aircraft forms) malfunctions or failures of RNP required equipment, including the failure of this equipment to meet RNP tolerances.

6.39.3. North Atlantic minimum navigation performance specification (MNPS) airspace and US West Coast and Hawaii route system.

6.39.3.1. C-32B aircraft and aircrews are certified for use of minimum navigation performance specification (MNPS) airspace.

6.39.3.2. Compliance with MNPS standards (FLIP AP/2) is mandatory.

6.40. Communications Instructions for Reporting Vital Intelligence Sightings (CIRVIS) and Other Reports. Report all vital intelligence sightings from aircraft as indicated in FLIP planning or FLIP En route Supplement.

6.40.1. In-Flight harassment or hostile action against C-32B aircraft. Aircraft subjected to harassment or hostile action by foreign aircraft will immediately contact the DAO at the applicable American Embassy. Include aircraft nationality, type, insignia, or any other identifying features; note position, heading, time, speed when harassed, and the type of harassment.

6.40.2. Other incidents will be reported as indicated in AFI 10-206, *Operational Reporting*.

6.41. In-flight Meals. The pilot in command and copilot will not consume in-flight meals within 90 minutes of each other, before or during flight, if the meals were procured from the same source and consist of the same menu.

6.42. Communications. Make all communications IAW FLIP or as directed by the controlling agency.

6.42.1. High Frequency (HF) Communications. Confine message traffic to essential operational matters. Perform an HF radio ground check prior to takeoff (time permitting) when the use of HF radio may be required for ATC or C2 communications. Establish HF contact before going out of Very High Frequency (VHF)/UHF range. If unable to establish HF contact with the controlling HF station and an alternate means of relay of ATC information in oceanic areas is not available refer to the appropriate AP series for guidance.

6.43. In-flight Emergency Procedures. Report deviations from directives that occur as a result of an emergency IAW AFI 11-202V3, and this instruction.

6.43.1. Notification of Controlling Agencies. As soon as practical after completing the aircraft emergency action checklist, furnish the controlling agency and appropriate command and control center with a description and extent of the difficulty, assistance required, intentions, and any further pertinent information.

6.43.2. Turnaround Procedures. When a turnaround is necessary, use procedures in FLIP. Maintain VFR, reverse course, climb or descend to a VFR altitude or flight level and request ATC clearance. If unable to maintain VFR, obtain an ATC clearance before reversing course. A turnaround under IFR conditions, without ATC approval, will be made only after a thorough evaluation of the seriousness of the emergency, general traffic density, and known traffic operating in the immediate area. Normally, a climb or descent (with minimum change in altitude) to a VFR altitude or flight level would result in minimum exposure to other aircraft, if a turnaround is required.

6.44. Medical Assistance. When a person aboard the aircraft requires medical care, the PIC will inform the station of next intended landing in sufficient time so medical personnel may meet the aircraft. The request will include the individual's sex, approximate age, and the nature of the medical problem.

6.45. Weather Forecasts.

6.45.1. The PIC is responsible for obtaining destination weather prior to descent.

6.45.2. If a military weather source is not available, the PIC will obtain updated weather information via any means available. This includes, but is not limited to Aeronautical Radio Communications Addressing Reporting System, web based weather information via High Speed Data (HSD) and civilian or host nation weather services.

6.45.3. The ATC system can provide weather information to en route aircraft on a time permitting basis. **NOTE:** The ARTCCs have a limited capability to provide weather information to en route aircraft within CONUS.

6.45.3.1. Significant Meteorological Advisory (SIGMET) advisories will be transmitted from the servicing ATC unit. Crews will consider all SIGMETs valid for their aircraft until verified as not applicable with a military METRO service.

6.46. Diversions. Notify the airfield selected for an emergency diversion as soon as possible to allow maximum time to prepare the required assistance or services. C2 will assist the PIC as necessary in notifying the appropriate agencies.

6.46.1. Over-Flying Scheduled Refueling Stops. Before offering to over fly scheduled refueling stops, the PIC must consider all consequences that may arise. As a minimum, coordination with the unit CC/DO, the contact ground support, and final arrival airport must be considered. Notify C2 as soon as possible if this option will be utilized.

Section 6F—Arrival

6.47. Crew Coordination. The pilot flying the approach will brief the crew on the descent, approach, and landing IAW the flight manual. The other pilot will monitor the approach and report any deviations from prescribed procedures. Crew members will confine their activities to aircraft operation, descent or approach monitoring and checklist accomplishment from the initial descent point to block in. Crew members should not deviate from these duties except for in-flight emergencies.

6.48. Instrument Approach Minimums. The C-32B is normally a category "C" aircraft for straight-in approaches and a category D aircraft for circling. If approach speed is higher than 140 knots indicated airspeed (KIAS), use category "D" minimums.

6.49. Weather Below Minimums. Prior to starting an instrument approach or beginning an en route descent, pilots will confirm that existing weather is reported to be at or above the required minimums for the lowest compatible approach. Pilots shall increase the published visibility minimums of an instrument approach by 1/2 SM or as noted in NOTAMs, on ATIS, or on the approach plate, when the runway approach lighting system (ALS) is inoperative. **NOTE:** This applies only to the ALS itself, not to VASIs, PAPIs, and other lights that are not a component of the ALS.

6.49.1. If a pilot starts the published approach, (an enroute descent to an approach may be considered a published approach), and subsequently determines the weather is below minimums, the pilot must not deviate from the last ATC clearance until obtaining a new or amended clearance. The pilot may elect to:

6.49.1.1. Request clearance to a holding fix or alternate, as applicable.

6.49.1.2. Continue the approach as published to the missed approach point and land, if the aircraft is in a position to make a safe landing and the runway environment is in sight.

6.49.2. If the approach is continued, PICs should plan to have sufficient fuel available to complete the approach and missed approach and proceed to a suitable alternate with normal fuel reserves.

6.49.3. The PIC has final responsibility for determining when the destination is below designated minimums and for initiating proper clearance request.

6.50. Precision Approach Minima.

6.50.1. Visibility only. Pilots flying straight in approaches may start the approach (to include en route descent) if the existing visibility is greater than or equal to the published visibility minimums.

6.50.2. Ceiling and Visibility. Pilots flying circling approaches may start the approach (to include en route descent) if the existing ceiling and visibility are greater than or equal to the published minimums.

6.50.3. Height Above Touchdown (HAT). The Category I ILS or Precision Approach Radar (PAR) decision height will provide a HAT of at least 200 feet. For category (CAT) II ILS approaches, use the lowest published radar altitude that will provide a HAT of at least 100 feet.

6.50.4. Visibility. For PAR approaches, visibility will be no lower than RVR 2,400 (730 meters) or 1/2 mile visibility (800 meters) with no RVR readout available. For category (CAT) I ILS approaches RVR will be at least 1,800 RVR or higher. For CAT II approaches the touchdown zone RVR must be at least 1,200 RVR. Mid/rollout RVR values will be used as advisory information. Rollout RVR (or Mid RVR, if rollout RVR is inoperative) is required when RVR is less than 1,600 to provide advisory information to pilots.

6.51. Circling Approaches. For circling approaches, minimum descent altitude (MDA) will be as published for aircraft category. If the minimums are not published by category, the minimum altitude will be no lower than the value indicated below, plus the published airport elevation.

6.51.1. Category C-500 feet - 1 1/2 miles.

6.51.2. Category D-600 feet - 2 miles.

6.52. Instrument Approach Procedures:

6.52.1. Fly a precision approach at night and during marginal weather. If a precision approach is not available, fly any available approved instrument approach. On training or evaluation flights pilots may fly non-precision approaches or VFR traffic patterns to accomplish required training and evaluation requirements.

6.52.2. Auto landings are authorized for Category I (Cat I) or Cat II ILS approaches.

6.52.3. RNAV, Global Positioning System (GPS) and RNAV/(GPS) Instrument Departures, Arrival and Approaches. C-32B aircrews are authorized to fly GPS and RNAV instrument departures, arrivals and approaches day or night, IMC or VMC. Comply with procedures IAW AFI 11-202V3 and the QS section of the QRH. Aircraft must have required navigation performance (RNP) as published on the IAP procedure being flown. The PNF shall monitor lateral cross track, vertical velocity trends and report any EICAS limiting malfunctions to the PF. The PF shall execute a missed approach if excessive deviations occur.

6.52.4. Equipment. Aircraft must have the appropriate level of ANP available IAW the operations manual procedures prior to initiating the approach. IAP notes such as "Distance Measuring Equipment (DME)/DME RNP 0.3 N/A" or "GPS Required" state that GPS signal and aircraft equipment must be operational to start the approach. For aircraft where the MEL does not allow the approach, or if the required approach ANP is not available, the approach shall not be flown.

6.53. Alternate Flight Publications. The following publications are authorized if acceptable DoD FLIP products are not available:

6.53.1. United States Department of Transportation National Aeronautical Charting Office (NACO).

6.53.2. MAJCOM TERPS approved Jeppesen and Host Nation FLIP.

6.54. CAT II Procedures. In addition to this AFI aircrews should reference AFMAN 11-217, Instrument Procedures, Chapter 19, the AFM and the MAJCOM approved hardcard for all CAT II procedures and restrictions. Table 6.3 depicts the minimum aircraft equipment needed for Category II approaches.

Table 6.3. Required Aircraft Equipment:

Required Equipment	Cat II (See Note)	Cat II (See Note)
	No Autoland	Land 2/3
	Manual Land	Autoland
	Down to 1,200 RVR	Down to 1,200 RVR
ADIs	2 ADIs (From separate symbol generators. Only one EFI switch may be in ALTN)	
	Each ADI display must include all of the following:	
	Attitude	
	Radio Altitude	
	ILS Deviation	
	Decision Height (DH) Indication	
	FMA's	
ASAs	Not Required	PF
Autobrakes	Not Required	Not Required
Autopilots	0 – Manual App	2
	1 – Coupled App	
Autothrottles	Not Required	Not Required
Flight Director Displays	2 One FD must be from the right FCC if manual approach	2
Hydraulic Systems	2 Must be operable for autopilot flying coupled approach	3
IRUs (Nav Mode)	2 Associated with engaged autopilot	2 Associated with engaged autopilot

6.54.1. CAT II restrictions.

6.54.1.1. Both pilots must be CAT II current and qualified (for training exceptions, see chapter 9 of this AFI).

6.54.1.2. When using visibility only the aircraft must have enough fuel for the approach, missed approach and flight to the alternate, and to arrive at the alternate with the required reserves.

6.54.1.3. CAT II approaches without a radio altimeter (RA) setting for DH are not authorized. "RA/NA" denotes irregular terrain changes that affect the ability to accurately set RA.

6.54.1.4. CAT II minimums are based on a HAT no lower than 100 feet.

6.54.1.5. The minimum CAT II RVR is 1,200.

6.54.1.6. The maximum crosswind is 25 knots for autoland, and 10 knots for a manual landing. **NOTE:** Actual CAT II approaches should always be accomplished coupled. Approaches may be accomplished manually if the autopilot(s) is/are unreliable or inoperative. If “No Autoland” is annunciated on the ASA or if accomplishing a No ASA approach, a manual landing must be accomplished.

6.54.1.7. As a minimum, the following airfield equipment must be operational:

6.54.1.7.1. Approach Lights.

6.54.1.7.2. Runway centerline lighting.

6.54.1.7.3. High intensity runway lights or touchdown zone lights.

6.54.1.7.4. Touchdown zone and either mid or rollout (advisory only) transmissometers.

6.54.1.7.5. ILS far field monitor.

6.54.1.7.6. Sequenced flashers.

6.55. Radio Altimeter Procedures.

6.55.1. Takeoff. Set the radio altimeter as briefed, if no value is specified, set the radio altimeter for the anticipated approach HAT/HAA for an emergency return.

6.55.2. Approach/Landing. Set the radio altimeters to the HAT/HAA for the approach being flown. If arriving via a VFR traffic pattern and not using an instrument approach as a backup, set the radio altimeter to 300 ft.

6.56. Wake Turbulence Avoidance. Pilots must exercise the discipline necessary to ensure wake turbulence avoidance criteria is observed during flight operations. Acceptance of visual or contact approach clearance or instructions to follow an aircraft is acknowledgment that the pilot will maintain a safe interval for wake turbulence avoidance.

6.56.1. For VFR traffic patterns behind larger aircraft, follow "Vortex Avoidance Procedures" in the Aeronautical Information Manual (AIM).

6.56.2. For takeoff or landing behind larger jets that execute a low approach, missed approach, or touch-and-go landing, ensure at least 2 minutes separation.

6.57. Brake Cooling Procedures.

6.57.1. Takeoff. Takeoffs are authorized following full stop landings provided the ground time is greater than or equal to the time required by the recommended brake cooling schedule chart from the FPPM/QRH. **CAUTION:** Takeoff with greater than ambient brake temperatures may increase stopping distances in the event of an RTO. PICs should take this into consideration when determining the minimum turn around time if the required takeoff distance is close to the actual runway available. **NOTE:** The brakes reach their maximum temperature after approximately 15 minutes, and the crews should take this time/temperature lag into account. Refer to Brake Cooling Schedule in the QRH/FPPM after a full-stop landing if subsequent take-off is less than 15 minutes.

6.57.2. Landing. Full stop landings will be delayed until the Brake Temperature Monitoring System (BTMS) reads \leq "2." While full stop landings may be accomplished with an indication of "2", this should not be considered the norm.

Section 6G—POSTFLIGHT

6.58. Impoundment. If an aircraft is involved in a serious in-flight incident, the PIC should impound the aircraft immediately after landing and contact the MAJCOM C2 or appropriate controlling agency for further instructions.

6.59. Maintenance. The PIC will complete the appropriate maintenance forms.

6.59.1. Immediately after arrival, the PIC and other pertinent crew members debrief maintenance personnel on the condition of the aircraft, engines, avionics equipment, and all installed special equipment. The PIC will ensure a thorough maintenance debrief is provided (if necessary) to the controlling agency prior to entering crew rest.

Section 6H—MISCELLANEOUS PROCEDURES

6.60. Border Clearance. Comply with the Border Clearance Guide and this AFI for border clearance procedures.

6.60.1. The unit dispatching the mission is normally responsible for the border clearance of all aircraft.

6.60.2. When staff support is not available, border clearance is the responsibility of the aircraft commander. Duties may be assigned to ground personnel or to other designated crew members, but the PIC retains ultimate responsibility. The PIC is responsible for ensuring the following:

6.60.2.1. Crew members and passengers possess current passports and valid visas (if required).

6.60.2.2. Crew members and passengers have current certificates of immunization (PHS 731, shot record).

6.60.2.3. Cargo entry documents are in proper order.

6.60.2.4. Departing or entering the United States through an airport (civilian or military) where border clearance can be obtained.

6.60.2.5. Obtaining border clearance for aircraft cargo, passengers, crew and baggage, if required, before takeoff to a foreign area or after arrival from a foreign area.

6.60.2.6. Spraying the aircraft (Foreign Clearance Guide and this AFI).

6.60.3. Procedures for US Entry:

6.60.3.1. En route, the LM or designated crew member will distribute personal customs declarations to all passengers and crew members. The LM or designated crew member will also brief passengers and crew members on customs regulations, and prepare and compile necessary border clearance forms for signature.

6.60.3.2. En route, the AMSS should notify the C2 agency or airfield contact at the base of intended landing of any change in ETA to ensure that border clearance is accomplished as soon as possible after landing.

6.60.3.3. Obtain a permit to proceed when military necessities require that an aircraft (which has landed in the United States for customs clearance) proceeds to another base in the US to obtain border clearance. The permit to proceed delays customs inspection of cargo, passengers, and crew until arrival at the off-load station and saves intermediate off-loading and reloading normally required for customs inspection. The permit to proceed is valid only to the airport of next landing where the border clearance must be completed or a new permit to proceed is issued by a customs official. Do not make intermediate stops between the issue point of the permit to proceed and destination of manifested cargo unless required by an emergency situation or directed by the controlling C2 agency.

6.60.3.4. When an aircraft lands for a US border clearance, a US Customs representative normally will meet the aircraft to obtain the required documents. Do not deplane passengers or crew members unless necessary for safety or the preservation of life and property. Do not unload until approved by customs and agriculture personnel or their designated representatives. This procedure applies to the initial landing in the US and all landings required when operating on a permit to proceed or until all crew, passengers, and cargo complete final border clearance.

6.61. Customs, Immigration, and Agriculture Inspections:

6.61.1. Obtain Customs, Agriculture, and Public Health clearance, as required, prior to opening any doors, hatches, or windows, other than the left forward entry door, for enplaning host nation personnel.

6.61.2. Proceed directly from the aircraft to Customs, Immigration, or Agricultural inspection for processing when required by the inspector.

6.61.3. US military aircraft are sovereign. When cleared to overfly or land in foreign territory, it is US policy to assert that military aircraft are entitled to the privileges and immunities which customarily are accorded warships. These privileges and immunities include, in the absence of stipulations to the contrary, exemption from duties and taxation; immunity from search, seizure, and inspections (including customs, immigration and agriculture inspections); or other exercise of jurisdiction by the host nation over the aircraft, personnel, equipment, or cargo on board. USAF PICs should not authorize search, seizure, inspection, or similar exercises of jurisdiction enumerated above by foreign authorities except by direction of Headquarters United States Air Force (HQ USAF) or the American Embassy in the country concerned.

6.61.4. PICs should not permit the inspection of their aircraft by officials of any foreign government (including customs, immigration and agriculture inspections). If requested to do so, the PIC and crew should deny access and seek aid from the senior USAF representative, US Embassy, or consulate within the host nation. Customs or other officials will be informed of the above policy and requested to confirm their request through their own government and with US Department of State representatives. If necessary, the crew should seal the aircraft and the crew entered into crew rest, departure intention should be canceled,

until resolution of the matter by appropriate authority. Inform command and control authorities by the fastest available means should this situation occur. **NOTE:** PIC's should be aware that denying entry to host nation customs/agriculture may result in the suspension of all ground services at the airfield (ATC filing, refueling, meals etc.) and the ability for the aircrew to deplane and enter crew rest (if applicable). PIC's will use their judgment to determine the best course of action, taking into consideration the urgency and priority of the mission and aircraft security. In all cases, AmEmbassy guidance (if available) will be followed.

6.61.5. When confronted with a search request by foreign authorities, aircrews should consider the following procedures:

6.61.5.1. In most cases, search attempts may be stopped by a statement of PICs to the foreign officials that the aircraft is sovereign and not subject to search without consent of HQ USAF or the chief of mission in the country concerned. This should be clearly conveyed in a polite manner so as not to offend foreign authorities who may honestly, but mistakenly, believe they have authority to search USAF aircraft.

6.61.5.2. If foreign authorities insist on conducting a search, PICs should negotiate to delay the search until contact is made with the appropriate embassy. PICs should unequivocally state that they have no authority to consent to the search and that they must relay the foreign request to these agencies for decision. PICs should then notify these agencies of the foreign request by the most expeditious means available. Thereafter, PICs should follow instructions provided by the appropriate embassy and HQ USAF.

6.61.5.3. If foreign officials refuse to desist in their search request, PICs should indicate that they would prefer to fly the aircraft elsewhere (provided fuel and mechanical considerations permit a safe departure) and request permission to do so.

6.61.5.4. If permission is refused and the foreign authorities insist on forcing their way on board an aircraft, PICs should state that they protest the course of action being pursued and that they intend to notify both the appropriate American Embassy and HQ USAF of the foreign action. PICs should then allow the foreign agents on board the aircraft, without physical resistance, and thereafter report the incident to HQ USAF and appropriate embassy as soon as possible.

6.61.5.5. In all instances, specific instructions may be briefed because of sensitive cargo or equipment. These instructions and applicable provisions of classified supplements to the foreign clearance guide should be followed where applicable.

6.62. Insect and Pest Control.

6.62.1. Responsibility. PICs will ensure required spraying is accomplished according to AFJI 48-104, *Quarantine Regulations of the Armed Forces (Joint)*, Department of Defense Foreign Clearance Guide, or as directed by higher headquarters. Certify the spraying on CBP 7507, or on forms provided by the country transited. Aircraft should never be sprayed with passengers on-board. The only exception is when the Foreign Clearance Guide mandates it.

6.62.2. Procedure at Aerial Port of Disembarkation (APOD). On arrival at an APOD, do not open cargo doors or hatches except to enplane officials required to inspect the aircraft for insect or rodent infestation or to deplane the minimum number of crew members required for

block-in duties. Do not on-load or off-load cargo or passengers until the inspection is satisfactorily completed. This procedure may be altered to satisfy mission or local requirements, as arranged by the base air terminal manager or the local C2 organization.

6.63. Due Regard Procedures. When a unit commander authorizes a mission to be flown in international airspace and in-flight operational requirements conflict with ICAO rules and procedures, the PIC may make the decision to proceed using "due regard" procedures IAW *General Planning*.

6.64. Hazardous Material Procedures. The term "hazardous material" refers to any material, because of its quantity, properties, or packaging, may endanger human life or property. Reference AFJI 11-204 and AFJM 24-204 for all procedures and restrictions when handling any hazardous materials. Waiver authority is MAJCOM/CC.

6.65. Extended-range Twin-engine Operational Performance Standards (ETOPS):

6.65.1. ETOPS are operations in any geographical area where, at any point on the planned route, the aircraft will be more than 60 minutes from an adequate airport, at the single engine drift down speed and altitude in still air. An ETOPS area of operation may also be considered to apply to over-land areas having suitable airports within 60 minutes, at the single engine drift down speed and altitude in still air, but are not considered useable for political or military considerations.

6.65.2. The C-32B is considered 180 minute ETOPS compliant.

6.65.3. ETOPS relief and waivers. Unit CC/DO is the waiver authority for all ETOPS related waivers.

6.65.3.1. ETOPS relief notification due to route. If upon optimizing the flight plan, the flight cannot remain within the maximum ETOPS range, the mission planner or aircrew will notify the unit CC/DO. For flights that cannot remain within the maximum ETOPS range the following applies.

6.65.3.1.1. Training missions: ETOPS compliance is mandatory. Flights will be rerouted, delayed or cancelled until all ETOPS criteria are satisfied.

6.65.3.1.2. HHQ directed alert launches or operational support missions: The unit CC/DO will evaluate and direct the aircrew how they want the mission to proceed.

6.65.3.2. ETOPS waivers for mechanical reasons. If the MEL item states "Except for ER", "Extended range not authorized" or lists a lower ETOPS time value (120, 90, etc.), the following applies.

6.65.3.2.1. Training missions must comply with the MEL directed ETOPS range limits. If unable to comply, they will not operate in extended range airspace until the condition is corrected.

6.65.3.2.2. . HHQ directed alert launches or operational support missions: Waiver authority for extended range operations outside the MEL is the unit CC/DO. **NOTE:** Other than extended range operations, OG/CC (or equivalent) retains all MEL waiver authority.

6.65.4. Dispatch Criteria. Flights shall not be dispatched on an ETOPS flight unless the required suitable ETOPS enroute alternates are reviewed prior to flight. An airport may not be listed as a suitable ETOPS enroute alternate unless:

6.65.4.1. The landing distance required meets the criteria established in [Table 5.1](#) of this AFI.

6.65.4.2. The airport services and facilities are adequate for the approved approach procedure(s) and operating minima for the runway expected to be used.

6.65.4.3. The latest available forecast weather conditions from the earliest time of landing to the latest time of landing at the airport, equals or exceeds the authorized planning weather minima for ETOPS enroute alternate airports. In addition, for the same time period, the forecast crosswind component (including gust) for the expected landing runway shall not exceed the maximum crosswind permitted in [Table 5.3](#) of this AFI.

6.65.4.4. The airport must have one of the following combinations of instrument approach capabilities and weather minima:

6.65.4.4.1. A single operational navigation facility. For airports with at least one operational navigational facility providing a straight-in non-precision approach procedure, or Category I precision approach, or when applicable, a circling maneuver from an instrument approach procedure: add 400ft to the MDA(H) or DA(H), as applicable and add 1SM or 1600m to the landing visibility minimum.

6.65.4.4.2. For airports with at least two operational navigational facilities, each providing a straight-in approach procedure to different suitable runways: add 200ft to the higher DA(H) or MDA(H) of the two approaches used and add 1/2sm or 800m to the higher authorized landing visibility minimum of the two approaches used.

6.65.4.4.3. For airports with one useable authorized Category II ILS IAP, use a ceiling of 300ft and visibility $\frac{3}{4}$ sm (1200 m) or RVR 4000 (1200 m) NOTE: Conditional forecast elements need not be considered, except that PROB40 or TEMPO condition below lowest applicable operating minima must be taken into account. NOTE: For operations outside the United States, because of variations in the international metric weather forecasting standards, 700m may be used in lieu of 800m.

6.65.4.4.4. Lower than standard en route alternate weather minima. If a suitable ETOPS alternate cannot be found meeting the guidance of [paragraph 6.65.4.4](#) the flight crew or mission planner will select a suitable alternate having a ceiling and visibility greater than or equal to the lowest suitable approach minimums available (excluding radar) for the expected runway in use, but not less than a ceiling of 200 feet and a visibility of one-half statute mile (800m) or RVR 2,400; whichever is higher; and winds within operational limits of the aircraft, corrected for RCR. If these minima are used, the aircrew must be notified prior to departure. The mission planner and the aircraft commander will evaluate the weather and diversion scenario and shall formulate an understanding of the preferred diversion airports that may be used during the portion of the flight affected by the use of the en-route alternate weather minima. **NOTE:** Lower than standard en route weather minima is for

operational or operations support missions with passengers only. Unit CC/DO approval is required. For training missions, comply with 6.65.3.1.1.

6.65.5. ETOPS Range Calculations: An initial calculation is performed to determine ETOPS range and location of ETP(s) for a diversion based on the scenario whereby an engine loss occurs at the most critical point, and the aircraft continues to the alternate at an approved power setting, at the engine inoperative drift down altitude. This calculation is based on an average no wind true airspeed constant not exceeding the AFM limitations for speed and altitude. Computation of the ETOPS range limitation is determined by the following:

6.65.5.1. Engine loss and decompression is at the most critical point (ETP).

6.65.5.2. Immediate descent to, and continued cruise at 10,000 feet at the approved one-engine inoperative cruise speed, in still air.

6.65.5.3. Using the FPPM, assuming an in-flight weight of 210,000 and a speed of 310/.80 the range for 180 minutes is 1,268 NM.

6.65.6. ETOPS Fuel Requirements. Additional fuel requirements for all flights operating in extended range airspace, as defined by [paragraph 6.65.1](#), will account for the following:

6.65.6.1. Upon reaching the suitable alternate, descent to 1,500 feet above the field elevation, hold for 15 minutes, and then execution of a normal approach and landing.

6.65.6.1.1. 5% penalty for errors in wind forecasts.

6.65.6.1.2. 5% penalty in fuel mileage for engine deterioration.

6.65.6.1.3. APU operation.

6.65.6.1.4. MEL/CDL penalties.

6.65.6.1.5. Airframe and engine Anti-icing. **NOTE:** Only required if temperatures below a certain value are expected during the diversion. **NOTE:** These fuel requirements are calculated from the extended range entry to exit point, not for the entire route of flight.

6.65.7. En-Route Progress.

6.65.7.1. Prior to the extended range entry point. During the course of the flight, the aircrew will stay informed of any significant changes in conditions at the designated enroute alternates. Prior to the extended range entry point, the aircrew will ensure the weather from the earliest to the latest time of landing at the designated ETOPS alternates, equals or exceeds the authorized planning weather minima for enroute alternate airports. In addition, for the same time period, the forecast crosswind component for the expected landing runway shall not exceed the maximum crosswind component permitted in [Table 5.3](#) of this AFI. Additionally, landing distances and airport services at the en-route alternate must be evaluated. If any conditions are identified which would preclude a safe approach and landing, and no other suitable alternates are available with 180 minutes, the aircraft commander will notify the unit CC/DO to determine the best course of action. If contact is not practical, the aircraft commander will make the decision on how to continue the mission. **NOTE:** Training missions must comply with all ETOPS requirements prior to the extended range entry point.

6.65.7.2. After the extended range entry point. If an enroute alternate becomes unsuitable after the aircraft has passed the extended range entry point, ETOPS weather minimums no longer apply. Conditions need only permit a safe approach and landing. The decision on how to continue rests with the PIC and needs no further approval. This is applicable to all missions (including aircrew training missions).

6.65.8. Malfunctions/Emergencies.

6.65.8.1. General. In the event of a single or multiple critical system failure with only one associated system remaining, the crew shall fly and land at the nearest suitable airport. Base this decision on all relevant factors such as aircraft conditions, weather enroute and suitability of alternate airports, and notify command and control as soon as practical of this decision.

6.65.8.2. Situations which require a landing at the nearest suitable airport include but are not limited to:

6.65.8.2.1. Engine failure/fire.

6.65.8.2.2. Cabin smoke/fire which cannot be positively verified or extinguished.

6.65.8.2.3. Cargo compartment fire.

6.65.8.2.4. Operations with only one hydraulic system or with only one engine driven generator (without an APU) remaining.

6.65.8.2.5. Dual EICAS failure. **NOTE:** If an aircraft is unable to continue its flight in accordance with its ATC clearance, a revised clearance shall, whenever possible, be obtained prior to initiating any action using the radio distress or urgency message, as appropriate. **NOTE:** If prior clearance cannot be obtained, an ATC clearance shall be obtained at the earliest possible time. In the meantime, the crew shall broadcast the aircrafts position (including the track/airway as appropriate) and intentions on 121.5 MHz at suitable intervals until ATC clearance is received.

6.65.8.3. Before Passing The Extended Range Entry Point:

6.65.8.3.1. On 120 minute ETOPS, the flight may not proceed beyond the extended range entry point if any of the following failures or malfunctions have occurred:

6.65.8.3.1.1. Fuel Filter Message

6.65.8.3.1.2. Air conditioning pack.

6.65.8.3.1.3. Cargo compartment fire extinguisher system, unless both cargo compartments are empty or only non-combustible materials are carried.

6.65.8.3.1.4. Loss of left hydraulic system together with a generator failure.

6.65.8.3.1.5. Engine and/or wing anti-ice unless the aircraft is not to be operated in known or forecast icing conditions.

6.65.8.3.1.6. Dual IRS failure.

6.65.8.3.1.7. Dual EFIS failure (one symbol generator remaining).

6.65.8.3.1.8. Single FMS system failure. **NOTE:** Both FMS systems required for entry into oceanic airspace.

6.65.8.3.2. In addition to the above items a flight may not proceed beyond the extended range entry point on 180 minute ETOPS flights if the following failures or malfunctions have occurred:

- 6.65.8.3.2.1. Loss of left hydraulic system.
- 6.65.8.3.2.2. Loss of a generator.
- 6.65.8.3.2.3. Left or center IRS failure.
- 6.65.8.3.2.4. Single EFIS failure (symbol generator).
- 6.65.8.3.2.5. Weather radar.

6.66. Inappropriate Charges. IAW the DoD Foreign Clearance Guide, Foreword Section II, aircrews should not pay inappropriate charges, which include any air navigation, overflight fees, and landing or parking at any government airport. If asked to pay such charges aircrews should:

6.66.1. Advise the local authorities that the charges are inappropriate for a US Government aircraft and the aircrew cannot pay them.

6.66.2. Contact USDAO personnel or other appropriate AmEmbassy officials either at the airport or at the embassy itself and follow their guidance. **NOTE:** USDAO or AmEmbassy intervention may not always be feasible.

6.66.3. If there is no USDAO or AmEmbassy guidance to the contrary and the local authorities will not let the aircraft depart without payment, aircrews should do the following:

- 6.66.3.1. Obtain a fully itemized copy of the receipt or bill bearing the printed name and legible signature of the person accepting payment and note the amount paid. **NOTE:** Verify the signer's identity by asking to see photo identification (if available).
- 6.66.3.2. If cash payment is demanded, insist that the bill include a statement written in English that cash was paid and that a specific person received it.
- 6.66.3.3. Mark inappropriate charges on the receipt or bill: "INVALID FEES".
- 6.66.3.4. Annotate the receipt or bill with the remark: "PAID UNDER PROTEST."
- 6.66.3.5. Submit the signed receipt or bill to the finance officer at the aircrew's home station.

Chapter 7

AIRCRAFT SECURITY

7.1. General. This chapter provides guidance on aircraft security and preventing and resisting unlawful seizure (hijacking) of aircraft. AFI 13-207, *Preventing and Resisting Aircraft Piracy (Hijacking)*; AFI 31-101 ; *Integrated Defense* and specific MAJCOM security publications contain additional guidance. Aircrews will not release information concerning hijacking attempts or identify armed aircrew members to the public.

7.2. Security. The C-32B is normally designated as a protection level “3” asset. However, it requires protection level “2” if Top Secret/SCI information is to be stored on board. AFI 31-101 determines the security requirements for assets that are to be left unattended on U.S. Military bases. The PIC is responsible for aircraft security at non-military installations. HHQ or the unit OG/CC (or equivalent) may direct the use of security measures above and beyond the requirements set forth by the PIC.

7.3. Air Force Physical Security Program. The following security procedures will implement AFI 31-101, and AFI 13-207, requirements for C-32B aircraft:

7.3.1. PIC Authority. The PIC will ensure that adequate aircraft security measures are provided at all times. If, in the PIC’s opinion, airfield security is inadequate and the safety of the aircraft is in question, the PIC may waive the flight duty period limits and crew rest requirements and depart as soon as possible for an airfield considered reliable; report movement and intentions to the controlling agency as soon as practical. If departure is not possible, the aircrew must secure the aircraft to the best of their ability. In no case, will the crew leave the aircraft unattended. Crew rest requirements will be subordinate to aircraft security when the airframe may be at risk. The PIC should rotate a security detail among the crew to provide for both aircraft protection and crew rest until relief is available. Request security assistance from the nearest DoD installation, US Embassy, local military or law enforcement agencies as appropriate.

7.3.2. Advance Security Support Arrangements. The PIC will ensure security support has been coordinated at en route stations in advance. If security requirements cannot be met prior to departure, the airfield may be deemed unsuitable for RON by the unit. Units should use local, MAJCOM and AOR Intel/Threat Working Group (TWG) and US Embassy recommendations to determine suitability. The OG/CC (or equivalent) is the arbiter for security. CC/DO and unit mission planners will work with the PIC for alert missions and en route diversions.

7.3.3. Briefings. PICs will obtain threat assessment and security capability evaluation briefings before departing home station for all missions that will RON outside of the United States or its territories. Unit CC/DO will ensure the PIC is provided with pertinent updates en route.

7.3.4. Baggage Security. Baggage not certified safe for loading by a responsible government agency will be inspected prior to loading at the PIC's discretion. Verify baggage identification against the passenger manifest (if possible). Aircrew members will secure their own baggage. The PIC or designated representative is responsible for explaining baggage security requirements to the passenger POC.

7.3.5. Flight line Photography. There are no restrictions on exterior photography of the C-32B. Interior photography is allowed at home station. Interior photos of enroute C-32B aircraft are prohibited.

7.4. Detecting Unauthorized Entry.

7.4.1. Anytime the aircraft is to remain overnight (RON) or will be left unattended for a significant amount of time, the following procedures apply:

7.4.1.1. Lock all interior hatches from the inside and a padlock will be placed on the crew entry door and the forward E&E compartment.

7.4.1.2. The two padlock locations will be sealed with alphanumeric seals. The seal numbers will be recorded by a crew member or unit maintenance.

7.4.1.3. Upon return to the aircraft or at the completion of crew rest, whichever occurs first, a crew member or unit maintenance will verify the seal numbers and the internal security of the other aircraft entry points.

7.4.1.4. Preflight inspections will be expanded to include a thorough check of all accessible areas, to include aircraft wheel wells, keel beam bays and lower nose compartment for unauthorized packages, personnel, other unfamiliar devices or any signs of tampering. Report any suspicious items to host security forces.

7.4.2. Suspected Unauthorized Entry. If the PIC suspects aircraft has been tampered with or subjected to unauthorized entry, take the following actions:

7.4.2.1. Notify the local security authorities and request a thorough inspection of the aircraft for sabotage, explosive devices, and pilferage.

7.4.2.2. Notify the appropriate C2 agency. Advise them of any requirements for assistance, and give them your estimate of a revised departure time.

7.4.2.3. If there are indications that sabotage is a possibility or if security inspections may delay the departure notify C2 and the passenger POC. Establish a new departure time. If necessary, coordinate alternate transportation for the passengers through C2.

7.4.2.4. Monitor the security check of the aircraft. When cleared by security authorities, conduct thorough preflight inspection. Look for broken wiring, damaged components, foreign devices, etc.

7.4.2.5. If both the security authorities and the PIC are assured aircraft is safe to fly, notify the OG/CC (or equivalent). Depart only with the OG/CC approval.

7.4.3. Security awareness is crucial to effective mission accomplishment. Aircrews must always remain vigilant to their surroundings, especially at high threat, low security locations. Aircrews should maintain a heightened security posture throughout all pre-takeoff activities.

7.5. Protecting Classified Material on Aircraft. The PIC is responsible for the protection of classified materials aboard their aircraft. The AMSS is responsible for supporting the PIC with these duties. Comply with AFI 33-201V1, *Communications Security*, AFI 33-201V2, *Communications Security User Requirements*, and this AFI for the storage and protection of classified material.

7.6. Preventing and Resisting Hijacking.

7.6.1. General. See AFI 13-207, *Preventing and Resisting Aircraft Piracy (Hijacking)* for guidance.

7.7. Arming of Crew Members. When crews are directed to arm, the PIC will determine which crew members will be armed (two crew members will be armed unless directed otherwise). All crew members should know who is armed. Aircrew will check out weapons when directed by C2 or IAW the OPORD or OPLAN. Aircrews will arm IAW [Chapter 10](#) of this AFI. Unit commanders will ensure that crew members are familiar with weapon issue, loading, transfer, and receipt procedures. Comply with AFMAN 31-229, *USAF Weapons Handling Manual*, AFI 13-207 and Chapter 10 of this AFI for all arming requirements and procedures. If an armed crew member must leave the crew en route, transfer the weapon to another authorized crew member using AF 1297, *Temporary Issue Receipt*.

Chapter 8

AIR-TO-AIR REFUELING PROCEDURES

8.1. General. For AAR procedures, "receiver" refers to the C-32B. "Tanker" refers to the KC10/135. NATO publication ATP-56(B), *Air-To-Air Refuelling* provides guidance for refueling terminology and procedures.

8.2. Air-to-Air Refueling Limitations. This chapter establishes guidelines applicable to C-32B aircraft and aircrews, and is supplemental to those prescribed by the flight manual and other applicable directives.

8.2.1. Refueling During Training Missions. AAR should not be accomplished during training missions when:

8.2.1.1. Conditions are encountered that, in the opinion of the PIC, result in marginal control of either aircraft or the boom.

8.2.1.2. Either the tanker or the receiver has less than the full number of engines operating.

8.2.1.3. Tanker Autopilot. Tanker pilots must notify receiver pilots when any axis of the autopilot is not used.

8.2.1.4. Manual Boom Latching. Without tanker disconnect capability means the boom operator cannot trigger an immediate disconnect. AAR operations will not be conducted after a known loss of tanker disconnect capability. **EXCEPTION:** Fuel emergency situation or contingency operations. **EXCEPTION:** Manual boom latching procedures are authorized for all refueling operations with the KC-10A if the tanker's independent disconnect system (IDS) is operational. **NOTE:** When conducting AAR without tanker automatic disconnect capability, limit contacts to the minimum number necessary to complete mission requirements. Do not accomplish boom limit demonstrations, or practice emergency separation while in the contact position. **NOTE:** Boom operator and receiver pilot must coordinate all actions as required by applicable directives and checklists when making AAR contacts using emergency boom latching procedures.

8.2.2. Practice Emergency Separation:

8.2.2.1. Prior to the actual accomplishment of a practice emergency separation, coordination between the tanker pilot, boom operator, and receiver pilot is mandatory. Coordination must include when the separation will occur and who will give the command of execution. Tanker pilot coordination may be accomplished over interphone with the boom operator.

8.2.2.2. If separation is initiated from the contact position, the receiver's AAR system must be in normal, and boom operator disconnect capability with the receiver must exist.

8.2.2.3. Practice emergency separation will not be accomplished with passengers on board.

8.2.3. Receiver AAR Training for Unqualified or Non-Current Receiver Pilots. In-Flight training will be accomplished under direct AAR/IP supervision (access to a set of flight controls) and the following procedures apply:

8.2.3.1. For receiver pilot initial qualification or re-qualification, a receiver instructor/examiner pilot will be in one of the pilot seats with immediate access to the controls through all phases of the refueling from pre-contact until post AAR.

8.2.3.2. If a change of pilot control is made, the receiver aircraft will move back to at least the pre-contact position except for immediate assumption of control by the IP.

8.2.3.3. If a receiver seat change takes place, move back to at least 100 feet in trail of the tanker and to a point where the receiver pilot can maintain visual contact with the tanker until the seat change is completed.

8.2.3.4. When conducting AAR behind a KC-135 tanker, disconnect capability must be demonstrated by a boom operator initiated disconnect prior to conducting a limit demonstration or a practice emergency separation from the contact position.

8.2.4. Weather Limitations.

8.2.4.1. Turbulence: Do not plan to refuel in areas of forecast or actual severe turbulence.

8.2.4.2. Visibility: Do not plan to refuel in areas where forecast visibility is less than 1 NM. Do not close from 1 NM range (2 NM for tanker cell formations) unless you have visual contact with the tankers. Discontinue refueling if in-flight visibility is insufficient to continue safe refueling operations.

8.3. Receiver PIC Responsibilities.

8.3.1. Receiver aircraft shall squawk normal when separation from the tanker is greater than 3 miles or as requested by ATC.

8.3.2. Receiver aircraft will maintain two-way radio contact with ATC until cleared to the AAR block altitude, established in that block, and cleared to the AAR frequency by ATC.

8.4. ATC Clearance.

8.4.1. Altitude Reservations (ALTRV). Air-to-air refueling operations are normally accomplished on tracks or in anchor areas published in the DoD Flight Planning Document (FLIP). Certain missions or operational considerations may require AAR operations in areas not published in FLIP in which an ALTRV is often used. **NOTE:** The following ALTRV guidance is FAA approved and these procedures should be followed while in FAA controlled airspace. When operating in oceanic or foreign airspace, the guidance may or may not be applicable. Aircrews should verify all ALTRV procedures and restrictions with the mission planner, host nation air traffic service or OPORD as applicable.

8.4.1.1. An ALTRV may include all, a portion, or portions of a published route. On operational missions, an ALTRV is usually provided for the refueling portions of the route. In some cases, an ALTRV is provided from the point of departure to a specified point short of the destination.

8.4.1.2. Aircraft operating on an ALTRV must operate within the altitude, time, and areas specified. Actual fix timing will not exceed 10 minutes from ALTRV estimates; otherwise the ALTRV will be canceled by ATC.

8.4.1.3. The mission must be airborne within a certain time period. The end of this period is the "ALTRV Void if Aircraft Not Airborne" time (AVANA). This ensures separation between aircraft. Unless otherwise specified, AVANA is 1 hour after ALTRV published departure time.

8.4.1.4. If a mission is delayed beyond AVANA, rescheduling normally is by 24 hour increments based on the original departure time. It may be less provided the Central Altitude Reservation Function (CARF) and affected air traffic control agencies concur.

8.4.1.5. An ALTRV does not preclude ATC from using ALTRV airspace provided standard separation is applied between all aircraft.

8.4.1.6. ALTRV Format. See FAA 7610.4, Special Military Operations.

8.4.2. Refer to ATP-56(B), Part 1 for ALTRV filing and employment information.

8.5. Military Assumes Responsibility for Separation of Aircraft (MARSA).

8.5.1. Acceptance of MARSA normally is the tanker's responsibility. MARSA begins when requested by the tanker and approved by the controlling air traffic service. This is usually done prior to the air-to-air refueling initial point (ARIP) or rendezvous initial point (RVIP) for AAR conducted on published tracks. When a rendezvous is conducted in an area that does not use a normal AAR track or anchor rendezvous (RV Alpha) procedures, MARSA begins when participating aircraft enter the refueling airspace.

8.5.2. MARSA ends when normal separation standards are established and ATC accepts control at the end of refueling.

8.6. Planning Factors. Mission planners will provide the aircrews with coordinates for the AAR entry point (AREP), ARIP/RVIP, AAR control point (ARCP), and AAR exit point (AAR EXIT PT).

8.6.1. Primary control time for a point parallel rendezvous (RV Delta) will be the time the receiver arrives at the ARCP. This is designated as the AAR control time (ARCT). Primary control time for an enroute rendezvous (RV Golf) will be the time the receiver arrives at the RVIP. This is designated as the rendezvous control time (RVCT). For both RV Delta and RV Golf, the ARCT is used as the emergency or missed rendezvous reference time.

8.6.2. Both tanker and receiver crews must be thoroughly familiar with all aspects of refueling in order to adequately plan the mission. Crew members will receive a weather forecast for the AAR area so that alternate plans can be utilized when the primary track is unsuitable. AAR tracks should be planned to coincide with receiver's route of flight, when possible. Also, both tanker and receiver crews must be thoroughly familiar with the following in order to adequately plan the mission:

8.6.2.1. AAR ARIP.

8.6.2.2. AAR Track.

8.6.2.3. AAR ARCP.

8.6.2.4. AAR ARCT.

8.6.2.5. AAR Altitudes.

8.6.2.6. AAR Abort Point.

8.6.2.7. AAR EXIT PT.

8.6.2.8. Recovery and Emergency Bases.

8.6.2.9. Tanker and Receiver Call Signs.

8.6.2.10. Standby Tanker Requirements.

8.6.2.11. Formation and Individual Tactics.

8.6.2.12. Rendezvous/AAR Frequencies and Beacon Settings.

8.6.2.13. Fuel Onload Requirements.

8.6.2.14. Air Traffic Control Clearance Limits.

8.6.3. Normally conduct air-to-air refueling on an IFR clearance. Refueling may be conducted under VFR when coordinated with the controlling ARTCC. Air-to-air refueling under Due Regard should only be done as a last resort when operational requirements dictate. These procedures are permitted only with tanker concurrence.

8.7. Communications:

8.7.1. During all AAR, the PIC will designate one crew member as the primary monitor for ATC. This crew member will be responsible for writing down any clearance issued to the tanker for the receiver aircraft. The PIC will ensure the receiver and the tanker are on the same frequency. The PIC will ensure the accuracy of the clearance. Reference ATP-56(B) Part 1 for additional communication/EMCON information.

8.8. Oral Communications. With the exception of the breakaway calls, crew members may shorten individual call signs using only the number. Example: TERRA 11 (one-one) would be 11 (one-one).

8.8.1. The communications requirements should be established prior to the flight. Normally boom visual signals will be used exclusively; however, if required or requested by the receiver, the boom operator will begin communications when the receiver reaches approximately fifty feet from the contact position. Direction, if required, will precede distance for receiver to move and will be given until receiver reaches the contact position. Example: "Forward 50", "Up 4", "Back 2".

8.8.2. For Emission Option 1 and 2, the boom operator will make a precontact radio check with the receiver and the receiver will acknowledge. Example: Tanker will say 62/15 (six-two, one-five), receiver will reply 15 (one-five).

8.8.3. Refer to ATP-56(B) Part 1 for a full description of communication procedures.

8.8.4. Emission Option 3. The following procedures apply specifically when operating under Emission Option 3.

8.8.4.1. Mission Planning. The elimination of the 15-minute prior call increases the element of risk, and the following guidelines should enhance safety considerations.

8.8.4.2. Normally accomplish when clear of clouds.

8.8.4.3. If unable to remain clear of clouds, tanker(s) and receiver will immediately confirm altitudes.

8.8.4.4. The receiver and tanker inbound courses to the RV/ARIP must be separated by a minimum of 30 degrees.

8.8.4.5. The receiver and tanker inbound legs to the RV/ARIP must be a minimum of 40 NM in length.

8.8.4.6. The type rendezvous should be an en route rendezvous at the RVIP with both aircraft using the same RV time. The receiver should rendezvous 1,000 feet below the tanker. An estimated time in route (ETE) from the RV/ARIP to the ARCP should be planned which permits an airspeed that falls in the middle of aircraft speed performance envelope. It is essential that crews/planners coordinate certain items during mission planning/development. Minimum items include:

8.8.4.6.1. Rendezvous altitudes.

8.8.4.6.2. RV time and ARCT.

8.8.4.6.3. Inbound courses to the RV/ARIP.

8.8.4.6.4. Radio silent termination time in the event of a missed rendezvous.

8.8.4.7. Once departing the RVIP, the tanker should fly centerline. The receiver is the maneuvering aircraft. If the tanker is behind the receiver, the tanker should accelerate and pass slightly off the left wing of the receiver. Once the tanker boom operator has a good visual and there is no doubt that the receiver has a good visual, the tanker will establish AAR speed.

8.8.4.8. Missed Rendezvous Procedures. If contact is not established at the RV/ARIP the tanker or receiver should arrive at the ARCP at the ARCT. This procedure begins when either aircraft arrives at the ARCP and does not have visual contact with the other. In this case a left-hand orbit should be entered and orbit controlled so as to be over the ARCP at intervals of every eight minutes (ARCT plus eight, plus sixteen, etc). While in the orbit, every attempt should be made to establish visual contact with the other aircraft. The length of delay and decision as to how long to continue radio silence should be determined during mission planning/development prior to flight.

8.9. Visual Signals. Radio silent refueling can be conducted by use of visual signals provided precaution and procedures are observed. Refer to ATP-56(B) Part 1 for a full description of visual signals. Descriptions and diagrams of tanker lighting pilot director lights (PDL) for the KC-135/KC-10 can be found in ATP-56(B) Annex ZA and ZB, respectively.

8.10. Lighting:

8.10.1. While accomplishing a rendezvous and descent during hours of darkness or during periods of limited visibility, the receiver will have the following exterior lights set to aid in visual acquisition. The receiver's position and anti-collision lights will be ON. Applicable tanker external lights will be turned on at least 15 minutes prior to the latest known receiver ETA for the rendezvous point. As the receiver approaches the precontact position, the flight deck lights will be dimmed as required, and the upper beacon light turned OFF. While

approaching the contact position, the intensity of receiver slipway lights can be adjusted as requested by the boom operator. Diagrams of tanker lighting and pilot director lights (PDL) for the KC-135/KC-10 can be found in ATP-56(B) Annex ZA and ZB, respectively. **NOTE:** Visual contact for night AAR (NAAR) can be aided by requesting the tanker flash his landing light prior to and/or during the tanker turn.

8.10.2. Single tankers performing a rendezvous will always display red/white in the upper and lower rendezvous beacon lights. The spare tanker will not display a rendezvous beacon light during the rendezvous. However, if the spare tanker is used during AAR, the appropriate color code will be displayed until the receiver is in the precontact position. To further aid in identification, tanker position lights will be BRIGHT and FLASHING for numbers 1 and 3 and will be BRIGHT and STEADY for 2 and 4. After the receiver has established visual contact and has closed to 1/2 NM in trail, tankers will turn position lights to STEADY and DIM and turn lower rotating beacon lights OFF. When any aircraft will be flying visual wing formation on the tanker, the tanker will also turn off the upper rotating beacon. See Figure 8.1.

Table 8.1. Tanker Identification Lighting.

Tanker Number	Light Color	
	Upper	Lower
1	Red	Red
2	White	White
3	Red-White	Red-White
4	White	Red

8.10.3. Pilot Director Lights. The director lights do not give true vertical and horizontal information. The up-and-down lights change because of angular movement of the boom and the fore-and-aft lights change because of in-and-out movements of the boom. The axis of the director light system is inclined at a 30-degree angle to the tanker fuselage. The angle causes an indication in both lights when the receiver makes a true vertical or horizontal movement. For example, flying forward while in contact will cause the boom to compress and also increase its angle with the tanker fuselage. The lights will show that the aircraft is flying forward and down. If a true up movement is made, the boom will compress and also lessen its angle with the tanker fuselage giving a combined up and forward indication from the lights. When this interaction between lights is understood, it can be used to advantage in keeping position. Small fore-and-aft corrections can be made with little or no power change by moving vertically. The pilot director lights will remain illuminated and follow boom movements in both the contact made and disconnect conditions. Pilot director lights are on the bottom of the left row for elevation and the right row for telescoping. The triangular shaped panels are for elevation and the rectangular shaped panels are for forward and back movement. The elevation lights consist of five colored panels with a green stripe, green and red colors, and two illuminated letters: D and U for Down and Up respectively.

8.10.4. Background lights are located behind the panels. The colored panels are illuminated by lights controlled by boom elevation during contact. On the telescoping side, background lights do not illuminate the colored panels. There is an illuminated white panel between each panel to serve as a reference. The A for aft and F for forward augment the colored panels on

the telescoping side. The receiver pilot director lights will remain illuminated and follow boom movements in both contact and disconnect conditions. There are no lights for azimuth position. The pilot may use a fluorescent yellow stripe on the bottom center of the tanker fuselage as a centerline reference.

8.11. Boom Envelope Limits. The AAR boom envelope is the operational limits dictated by the aerodynamic control authority of the boom. As long as the receiver is positioned inside the limits, contact can be held despite rolling, yawing, or pitching. The envelope limits are set well within mechanical limits of the boom so that disconnect will normally take place before any structural damage occurs. Reference ATP-56(B) Annex ZA for KC-135 and Annex ZB for KC-10 boom envelope diagrams. **CAUTION:** Approaching boom limits at relatively high velocity can cause structural damage due to binding action of the boom nozzle.

Table 8.2. Boom Envelope Limits.

Boom Envelope Limits			
KC-135		KC-10	
Upper Limit: 20 Degrees	Elevation	Upper Limit: 20 Degrees	
Lower Limit: 40 Degrees		Lower limit: 40 Degrees	
Right and Left Limit: 10 Degrees	Azimuth	Right and Left Limit: 25 Degrees	
Inner Limit: 6 Feet	Telescopic	Inner Limit: 6 Feet	
Outer Limit: 18 Feet		Outer Limit: 21 Feet	
NOTE: The lower limit (KC-135) is reduce to 35 when less than 4 units of boom trim are used.			

8.12. Rendezvous Procedures: **NOTE:** To enhance visual tanker acquisition, the receiver or ground agency controlling the rendezvous may request the tanker to jettison fuel (mark). It should only be used if a receiver low fuel state or other similar circumstances require the rendezvous be expedited.

8.12.1. Refer to ATP-56(B) Part 1 for a full description of rendezvous procedures.

8.12.2. Rendezvous B and C procedures will not be trained or executed by USAF aircraft. Refer to ATP-56(B) preliminaries. **WARNING:** When adverse weather is encountered in the rendezvous area, the search radar should be used for weather scan, rather than for monitoring or directing the rendezvous.

8.12.3. Normal Rendezvous Procedures. Normal rendezvous procedures and reference information for the C-32B are as follows:

8.12.3.1. Rendezvous Alpha (Anchor RV) ATP-56(B) Part 2 Annex 1A

8.12.3.2. Rendezvous Delta (Point Parallel RV) ATP-56(B) Part 2 Annex 1D

8.12.3.3. Rendezvous Golf (Enroute RV) ATP-56(B) Part 2 Annex 1G

8.12.4. Alternate Rendezvous Means. When primary means are not available, or are lost, alternate means will be utilized to perform the rendezvous. When using alternate means, the tankers and receivers will fly the same profiles as described in ATP-56(B). The following are some suggested alternate means for conducting the rendezvous. The various alternate means should be used in conjunction with each other when equipment availability permits, and when practical, to ensure a successful rendezvous (i.e., common VORTAC, TACAN DME, Radar Beacon, and FAA/GCI advisories, etc).

8.12.4.1. FAA/GCI Facilities, when available, may be used for vector and separation advisories.

8.12.4.2. DME/Radial information from a common TACAN/VORTAC may be exchanged, with the final turn to refueling track being accomplished when the DME difference equals proper turn range.

8.12.4.3. When adequate navigational checkpoints are available, tanker may adjust final orbit pattern to arrive over the ARCP on refueling heading at receivers ETA to the ARCP.

8.12.4.4. As soon as reliable radio contact has been established between aircraft, DME/Radial information from a common TACAN/VORTAC station will be exchanged, if available.

8.12.5. Descent and Closure. The receiver will begin descent to an altitude 1,000 feet below the assigned air refueling altitude no later than the ARIP. The receiver should descend at 2,500 fpm. Establish Mach 0.85 or 310 KIAS, whichever is lower, through level-off to a point two NMs from the tanker. This level-off altitude will be maintained until one NM from the tanker and visual contact has been established at which time a gradual climb to precontact position will be initiated, arriving at 1/2 NM in trail with a minimum altitude separation of 500 feet. The receiver should maintain 310 KIAS until the following ranges vs. airspeed schedules apply. (Table 8.3)

Table 8.3. Airspeed Schedule.

>1 NM	Mach 0.85 or 310 KIAS, whichever is lower
1 NM	Mach 0.83 or 290 KIAS, whichever is lower
1/2 NM	Mach 0.81 or 285 KIAS, whichever is lower
Contact	Mach 0.80 or 275 KIAS, whichever is lower
WARNING: Tankers will maintain applicable contact air refueling airspeed during closure. If within one NM closure the tanker is off airspeed by more than ten knots and required to decelerate or accelerate to obtain contact airspeed, the receiver pilot will be informed prior to tanker airspeed changes.	
NOTE: If the receiver is more than four NM in trail with the tanker, the airspeed may be, increased to 330 KIAS for closure. The normal speed schedule should be resumed at 1 NM in trail.	

8.12.5.1. During deceleration, it is imperative the airspeed schedule be maintained. The nonflying pilot will pass the range calls to the receiver pilot at three, two, one, and 1/2 NM.

8.12.6. Rendezvous Overrun. Upon recognition, either aircraft can direct or terminate overrun procedures. Receiver will reduce airspeed to 255 KIAS and maintain track and altitude. Tanker will increase airspeed to 310 KIAS, maintain altitude, adjust track as required, and overtake the receiver. After overtaking the receiver and terminating the overrun, the tanker will reduce the airspeed to 275 KIAS for final receiver closure.

8.12.6.1. Early Arrival of Receiver. In the event the receiver arrives ahead of the tanker at the ARIP, ARCP, or RV point, the receiver will obtain ATC clearance to orbit at an altitude that ensures at least 1,000 feet separation between tanker and receiver.

8.13. Additional AAR Procedures. The following information pertains to different aspects of AAR including Receiver Pilot Technique, Fuel Transfer Rate, Refueling Formations, Normal Crew Procedures, and Pilot Refueling Procedures.

8.13.1. Slipway Door Procedures. To prevent freezing, the slipway door should be cycled open and closed prior to passing 10,000 feet MSL.

8.13.2. Receiver Pilot Technique. The receiver pilot will establish a rate of deceleration in sufficient time to allow a zero rate of closure at the precontact position. **WARNING:** The receiver will stabilize in the precontact position with a zero rate of closure. If the receiver fails to attain stabilized position, or it becomes apparent that a closure overrun will occur, a breakaway will be initiated. Failure to initiate a breakaway under closure overrun conditions can result in a mid-air collision. Because of the magnitude of interrelated aerodynamic effects, flying two aircraft in close vertical proximity is not safe. Upwash and downwash effects may occur drawing the aircraft together. Low-pressure areas created by an overrunning receiver flying under the tanker will affect static ports causing possible erroneous airspeed and altitude indications to both aircraft. The tanker autopilot altitude hold function may sense the low pressure as a climbing indication and initiate a descent into the lower aircraft.

8.13.3. Once the precontact position is attained, the receiver pilot should make necessary corrections to line the receiver up with the tanker fuselage centerline and dampen all relative lateral movement of the receiver aircraft. Closure from precontact to the contact position should be made very slowly (approximately 1 foot per second) to enable both the tanker pilot/autopilot and the receiver pilot to compensate for the required trim changes. The proper technique is to fly formation using the forward fuselage and wings of the tanker as visual references, crosscheck the pilot director light signals, and use the boom operator's directions as necessary to judge the location of the receiver in the envelope. Anytime lateral movement, pitch oscillations, or rate of closure become excessive, reduce power and drop back into precontact position and stabilize the aircraft. As the receiver reaches the contact position, the receiver pilot should hold a steady platform until the boom is in the slipway. **CAUTION:** If the pilot director lights fail to illuminate when contact is established, the receiver pilot will inform the boom operator if he wishes to continue refueling operations. If refueling is continued, verbal corrections from the boom operator may be requested. **CAUTION:** Attempts to affect a contact during loss of any AAR lighting that results in less than desired illumination will be at the discretion of the boom operator.

8.13.4. The AAR boom envelope is the operational limits dictated by the aerodynamic control authority of the boom. Rough usage of controls on the part of either receiver or tanker pilot will cause a chain reaction with progressively larger corrections required to maintain position. Therefore, development of a smooth technique is necessary. Envelope limits are set well within mechanical limits of the boom so that a disconnect will normally take place, soon enough to allow ample time for a separation. Avoid extreme azimuth disconnects at all times. Reference ATP-56(B) Annex ZA for KC-135 and Annex ZB for KC-10 boom envelope diagrams. **CAUTION:** Approaching boom limits at relatively high

velocity can cause structural damage as a result of an inability to disconnect due to binding action of the boom nozzle.

8.13.5. Pilot director lights are used in conjunction with visual references to maintain the optimum position. The receiver pilot must be familiar with operation of the pilot director lights and the fact that they do not give true vertical and horizontal information.

8.13.6. Turns and banks may be made during contact without disconnects provided no large or abrupt motions or throttle movements are made by either tanker or receiver.

8.13.7. The lateral control spoilers introduce a pitch up movement, but during AAR operations, this characteristic is not objectionable. During AAR in rough air, it may be necessary to apply a small amount of elevator to offset the pitch tendency if a large amount of lateral correction is rapidly made.

8.13.8. Maintain position by making small anticipated corrections. Once the receiver pilot establishes his visual references, a crosscheck between the pilot director lights and any change in position indicated by visual references will indicate the magnitude and direction of corrections. As a guide, the movement of the nose of the tanker may be used to gauge required elevator inputs. Lateral control is accomplished by proper aileron inputs to maintain a parallel wing condition with the tanker. Power corrections are based upon the magnitude and direction of any movement fore or aft relative to the tanker.

8.13.9. Pilot Fatigue. One of the greatest potential hazards during AAR is fatigue. If for any reason large oscillations develop which require increasing amounts of control displacement, disconnect and let the other pilot fly the aircraft in the precontact position for a few minutes. The time spent in stabilizing and resting will result in better air refueling in a shorter time, since fewer disconnects will be experienced.

8.14. Disconnect. There are two major classifications of disconnects; planned and inadvertent. Planned disconnects may be initiated by the receiver pilot, copilot, or tanker boom operator activating the disconnect switch. Disconnects may be initiated by the receiver if less than a full load is required, if a malfunction is suspected, or for training purposes. If a prearranged quantity of fuel is to be transferred, the disconnect will be initiated by the tanker boom operator after the planned amount of fuel is transferred and the receiver pilot is notified.

8.14.1. Inadvertent disconnects may be caused by exceeding the refueling boom envelope limits. A pressure disconnect switch will cause a disconnect if excessive pressure surges occur either from transfer pressure or when the selected tanks become full and the high-level float switches close. Upon disconnect, the boom will automatically retract, except when using manual boom retract.

8.14.2. When a disconnect occurs, the disconnect light illuminates and the contact made light goes out. In case of an inadvertent disconnect, depress and release the reset button for the ready light. The blue ready light will illuminate, the amber disconnect light will go out, and the green contact made light will be out.

8.14.3. To disconnect in an emergency, the receiver pilot and copilot must be prepared at all times to press the autopilot/AAR boom disconnect buttons. **CAUTION:** Unless a serious emergency arises, every effort should be made to stay in contact position until certain that the boom is clear of the receptacle. Remain stabilized in the contact position until the boom

operator or pilot not flying the aircraft visually confirms a disconnect has been made. This will prevent damage to the boom and/or receptacle through a brute force disconnect.

NOTE: In the event of failure to obtain a contact and after each disconnect, the receiver will move aft and stabilize in a position in trail of the boom or in pre-contact position, reset AAR system and await boom operator signal to return to the contact position.

8.15. Air Refueling Formations. Refer to ATP-56(B) Part 2 Annex 2D.

8.16. Emergency Air Refueling Procedures. The following paragraphs describe emergency AAR procedures including tanker aborts, emergency disconnects, systems malfunctions, and breakaway procedures.

8.16.1. Tanker Abort. A tanker aborting during air refueling will inform the receiver and the tanker lead (if necessary), and make a slow descending turn to clear the formation and proceed on briefed route or take action as required by the abort.

8.16.2. If a receiver aborts, all available means will be used to advise the tanker, particularly if radio contact between tanker and receiver has not been established. When in radio contact with tanker, an aborting receiver will advise tanker leader so that appropriate action can be taken.

8.16.3. Emergency Disconnect. The receiver pilot must be prepared to press the boom disconnect switch at all times while flying AAR. The other hand must be readily available for immediate throttle actuation in the event of a breakaway. Unless a serious emergency arises, every effort should be made to stay in contact position until certain that the boom nozzle is clear of the receptacle.

8.16.4. Systems Malfunctions. If a tanker AAR system malfunction precludes transfer of fuel during AAR, the tanker will stow the boom, inform the receiver, and state the amount of fuel transferred. Remaining tankers with operational AAR systems and transferable fuel will advise the tanker leader as to the amount of fuel that can be transferred. **NOTE:** When any system malfunction or condition exists which could jeopardize safety, AAR will not be accomplished except during fuel emergencies or when continuance of AAR is dictated by operational necessity.

8.16.5. AAR System Failure:

8.16.5.1. Failure to Disconnect. It is possible, though not probable, that the tanker signal system may change to disconnect while the receiver signal system stays in contact-made. For this remote possibility and other emergencies which might arise, the receiver pilot must be prepared at all times to press his autopilot/AAR boom disconnect switch instantly.

8.16.5.2. Manual Boom Latching. If either the boom operator or the receiver pilot is unable to accomplish disconnect or if the blue ready-for-contact light stays ON or comes back ON after contact has been established, the receiver must place the signal amplifier power switch in the override position and inform the boom operator of UARRSI failure. In this condition the receiver pilots are the ones capable of performing a disconnect. Continuation of refueling in this condition is for operational missions only and will comply with the procedures below. **NOTE:** An AAR system malfunction is indicated by

the blue ready-for-contact light staying on or coming back on. In certain cases; however, a malfunction may occur and not be indicated in this manner.

8.16.5.2.1. Inform tanker crew that AAR will take place with receiver signal amp in override mode.

8.16.5.2.2. Fly receiver into contact position with signal amplifier power switch in OVRD position. OVRD Light - On. Ready (Blue) Light – On.

8.16.5.2.3. Boom operator will place boom nozzle in bottom of air to air refueling receptacle and advise receiver pilot, "(Tanker call sign) contact."

8.16.5.2.4. Contact-Made (Green) Light – On.

8.16.5.2.5. Receiver pilot will advise tanker boom operator "(Receiver call sign) contact."

8.16.5.2.6. Proceed with normal AAR methods. Tanker boom operator will advise receiver pilot of corrective action to be used to remain within AAR envelope.

8.16.5.2.7. When fuel transfer has been completed, tanker boom operator will call, "(Tanker call sign) disconnect."

8.16.5.2.8. Receiver pilot will disconnect by depressing boom disconnect button to release toggles and inform tanker boom operator. "(Receiver call sign) disconnect."

CAUTION: The boom operator is unable to release the boom toggles during SIG AMP OVRD.

8.16.5.3. Brute Force Disconnect. There are two types of brute force disconnect, controlled tension and inadvertent. Refer to ATP-56(B) Part 2 Annex ZA for descriptions. **CAUTION:** A brute force disconnect is a last resort. **CAUTION:** It is not necessary to jerk the boom out with IDLE power and speed brakes. This method has caused serious structural damage. A gradual reduction in power will suffice to disconnect.

8.16.5.4. Pressure Refueling. Inoperative Boom/Receptacle Latching. When all other recognized means of fuel transfer have failed, and a bona fide fuel shortage emergency aboard the receiver aircraft exists, fuel can be transferred maintaining boom/receptacle contact using a slight extend pressure on the boom telescope lever. **CAUTION:** Prior to attempting this method of transferring fuel, the boom operator will brief the receiver pilot and thoroughly coordinate the procedures to be used. Both tanker and receiver crews will monitor the refueling with extreme caution.

8.16.5.4.1. The boom operator must apply only the minimum required extend pressure to maintain adequate boom/receptacle seal, preventing excessive fuel leakage. Unusual and varying trim changes may be required of both tanker and receiver aircraft. Excessive pressure may push receiver aircraft outward and place undue stress on the boom telescope mechanism.

8.16.5.4.2. The boom operator must anticipate receiver relative movement to maintain contact during receiver deceleration and must be especially alert to relieve extend pressure during sudden receiver closure.

8.17. Breakaway Procedure: Refer to ATP-56(B) Part 2 Chapter 4.

8.17.1. Relative position of both aircraft must be closely monitored by all crew members during all phases of AAR. When either a tanker or receiver crew member determines that an abnormal condition exists which requires an immediate separation of the aircraft, they will transmit the breakaway call on AAR frequency. This will include, but not be limited to, excessive rate of closure, closure overrun, and engine failure.

8.17.2. The aircraft do not necessarily have to be in contact-made to call a breakaway. During loss of communications, the crew member desiring a breakaway, or observing the tanker initiating a breakaway, will transmit the breakaway call on interphone.

8.17.3. For all breakaways, transmit the tanker's call sign and the word "Breakaway" three times (Example: "TERRA 32, breakaway, breakaway, breakaway") and simultaneously take the following actions, as indicated.

8.17.4. Receiver Pilots. Both pilots actuate disconnect switches. The pilot flying position throttles to IDLE and establish a definite rate of descent; add drag, if necessary. Avoid under flying the tanker if possible and drop aft of tanker until entire tanker is in sight. Then pilot flying should monitor flight instruments while pilot not flying monitors the tanker. **WARNING:** The receiver pilot should use caution not to overrun the tanker. If overrunning does occur, under no conditions should a turn, either right or left, be made until breakaway has been completed.

8.18. Post AAR. Refer to ATP-56(B) Part 1 (definition) and Part 2 Chapter 1.

8.18.1. The tanker will give post AAR information to the receiver as required. The receiver will advise the tanker of any pilot director light malfunctions/deficiencies, e.g., lights intermittent, inoperative, dim, dirty, etc. Upon termination of AAR, all exterior lights will be operated as required. **WARNING:** If required to accelerate and climb on the refueling heading the receiver will maneuver either left or right (minimum of one NM) of the tanker(s) prior to accelerating and climbing. This will preclude the departing receiver's jet wash from causing injury to personnel or damage to the tankers.

8.19. KC-10 AAR Procedures. The following items of information are provided to amplify only the differences to KC-135 tanker procedures contained herein.

8.19.1. Pilot Director Lights, KC-10. The pilot director lights consist of two rows of lights located forward of the wing root. Relative elevation position is provided by the left row and the right row provides telescoping position. The elevation row contains one striped green, two amber, and two red triangular panels, and two white letters, (U) for up and (D) at the aft end for down. The colored panels and letters are dimly illuminated by background lights. The telescoping row contains one striped green, two amber, two red, and four white rectangular panels and two white letters, (A) at the aft end for Aft, and (F) at the aft end for Forward. The colored panels do not have background lighting, however, the letter at each end of the row is dimly illuminated. Separation is provided by the white panels. The pilot director lights are adjusted by the boom operator to the size air to AAR envelope, for each receiver and provide guidance during contact.

8.19.2. To provide more response time, the appropriate panel and letter are illuminated in anticipation of receiver movement. The director lights provide commands based on both receiver position and rate of movement. With rapid motions of the receiver the lights can show a correction required even though the receiver is in the center of the envelope. The red

panel and letter at the ends of each row can be illuminated by the boom operator to aid the receiver in attaining the contact position.

8.19.3. Handling Characteristics. More power will be required to maintain position than usual behind a KC-135 tanker. A stronger centering tendency exists behind the KC-10 as compared to the KC-135 when the receiver is left or right of the tanker centerline.

8.19.4. Disconnect. The KC-10 aerial refueling boom is controlled by a digital fly-by-wire system. Certain failure conditions of this system may cause one or more axis of the boom control system to become inoperative. Should this occur, the boom operator may not be able to maneuver the boom to avoid striking the receiver aircraft. In this situation, the boom operator will direct the receiver to a position where a safe disconnect can be effected. **WARNING:** When notified that a KC-10 boom flight control system failure has occurred, do not initiate a disconnect unless directed by the boom operator. Follow the boom operator's instructions explicitly. To reduce the probability of boom strike after disconnect, it may be necessary to remain in a stabilized position to allow for aerodynamic fairing of the boom control surfaces. **WARNING:** Due to the possibility of causing uncommanded boom movement, no HF transmissions are to be made when in close proximity or connected to the KC-10 boom.

Chapter 9

FLYING TRAINING RESTRICTIONS

9.1. Qualification Training. Initial qualification, re-qualification, or upgrade training for pilots will not be conducted on missions with passengers onboard.

9.1.1. In the event that maintenance problems cause unacceptable delays and/or when weather is not suitable for the type training or evaluation to be accomplished, the PIC will notify the unit CC/DO. The unit CC/DO will make the final determination to fly or cancel a training mission.

9.1.2. Requirement for instructor and flight examiner. Conduct simulated emergencies only during training and evaluation or currency flights when an instructor or flight examiner pilot is occupying one of the pilot seats. Instructor pilot candidates who occupy a pilot seat and are under direct supervision of a flight examiner pilot (not in a pilot seat) may conduct simulated emergencies during initial and re-qualification upgrade evaluations to instructor pilot. This applies to all maneuvers in [Table 9.1](#) unless otherwise specified in the restrictions.

9.2. Simulated Emergency Flight Procedures: Practice emergencies which require simulating an engine shutdown, placing switches in other than their normal positions or an abnormal configuration, only during training, evaluation, or currency flights when an instructor or flight examiner pilot is in one of the pilot seats. Preface all simulated emergencies with the word "simulated" and terminate simulated emergencies when an actual emergency arises.

9.2.1. Do not perform simulated emergencies when passengers are on board. See chapter 6 of this instruction for further guidance.

9.2.2. Conduct simulated emergency flight procedures IAW AFI 11-202V3 and this instruction. Use a realistic approach and do not compound emergencies. Limit simulated emergencies, other than simulated engine out, to non-critical phases of flight when possible. Notify the controlling agency if a nonstandard traffic pattern or pattern requiring special sequencing is anticipated.

9.2.3. Request an "option approach" prior to initiating an approach when a landing or low approach option is desired.

9.2.4. Training maneuver restrictions for specific flight maneuvers and missions are listed in Table 9.1 of this AFI.

9.3. Touch-and-Go Landing Limitations. Practice touch-and-go landings only on designated training, evaluation, and currency missions.

9.3.1. Touch-and-Go Landings may be performed by:

9.3.1.1. Instructor pilots, instructor pilot candidates on initial or re-qualification instructor evaluations, and flight examiner pilots from either seat.

9.3.1.2. Any pilot from either seat provided that an instructor pilot, instructor pilot candidate on initial or re-qualification instructor evaluation, or flight examiner pilot is in the other seat.

9.3.1.3. Touch-and-go certified PICs from either seat provided the other seat is occupied by another touch-and-go certified PIC or higher. **NOTE:** With no IP, flaps and trim movement on the runway will be accomplished by the PNF.

9.3.2. Limitations.

9.3.2.1. Comply with all flight manual restrictions and procedures.

9.3.2.2. The minimum runway for touchandgo landings is 7,000 ft. **NOTE:** If there is a requirement to land beyond a runway barrier, the 7,000 ft minimum touch and-go distance will be calculated after the barrier.

9.3.2.3. Minimum ceiling of 300 ft and 3/4 miles (RVR 40) for IP/EP. Minimum ceiling of 600 ft and 2 miles with no IP/EP.

9.3.2.4. The runway will be dry or wet only (no contamination). **NOTE:** Runways are considered wet if there is < .12 inches (3mm) of slush/standing water.

9.3.2.5. Maximum crosswind component is 25 knots (15 knots with no IP/EP). **NOTE:** This value may be further reduced by Table 5.3 of this AFI.

9.3.2.6. Touch-and-go landings with passengers are prohibited. **EXCEPTION:** N/A for unit maintenance and certain supported/supporting forces. Unit CC/DO is authorization for this exception.

9.3.2.7. Touch-and-go landings are not authorized when normal wake turbulence criteria is not met or, when intercepting or crossing the flight path of a jumbo jet while performing an approach or landing.

9.3.2.8. Stop-and-go-landings are not authorized.

9.3.3. Supervision of touch-and-go landings. For all flights when touch-and-go landings will be performed, the following must be reviewed.

9.3.3.1. Flight manual procedures (if applicable).

9.3.3.2. Abort considerations.

9.3.3.3. Engine failure, including recognition and corrective action.

9.3.3.4. Proper use of spoilers, flaps, and trim.

9.3.3.5. Importance of smooth application of power to the touch-and-go N1 setting while maintaining symmetric thrust as the throttles are advanced.

9.4. Special Maneuvers. The following maneuvers or procedures are prohibited for training in the aircraft and may only be practiced in the flight simulator.

9.4.1. Aborted takeoffs.

9.4.2. Dutch rolls.

9.4.3. Emergency descents.

9.4.4. Simulated runaway trim malfunctions.

9.4.5. Simulated hydraulic system loss by turning the enginedriven or electrical hydraulic pumps off.

9.4.6. Full stalls or approach to stall maneuvers.

9.4.7. Landing with pitch trim cutout.

9.4.8. Simulated engine out takeoffs.

9.4.9. No flap landings.

9.4.10. Unusual attitudes.

9.4.11. Split flap landings.

9.5. Simulated Instrument Flight. Do not use a hood or other artificial vision-restricting device for any phase of flight. Simulated instrument flight may be flown and logged without use of a vision restricting device.

9.6. Category II ILS Approach Training Restrictions. Flight and evaluation may be conducted at any ILS facility where signal output is accurate and stable enough to achieve the desired training. AFM and MAJCOM approved hardcard procedures will be utilized.

9.6.1. Actual weather. The ceiling and visibility will be no lower than 200-foot and 1/2-mile visibility (RVR 24); day or night (touch-and-go ceiling and visibility limitations still apply).

9.6.2. Crosswind component. Maximum crosswind component is 25 knots.

9.6.3. When a Category II DH is not published, DH will be based on HAT of 100 feet.

9.7. AAR Training Restrictions:

9.7.1. Boom limits demonstrations are not authorized at night or during times of marginal visibility.

9.7.2. Simulated emergency separations are not authorized with passengers onboard.
NOTE: N/A for unit maintenance personnel.

9.7.3. In addition to the restrictions in chapter 8 of this AFI, with no AAR/IP on board, the following restrictions apply.

9.7.3.1. All contacts will be flown from the left seat (multiple contacts are authorized).
EXCEPTION: Right seat certified pilots may make multiple contacts from the right seat provided the left seat pilot is an AAR/PIC).

9.7.3.2. Simulated emergencies are not authorized (N/A for simulated emergency separations).

9.7.3.3. Boom limits demonstrations are not authorized.

9.8. Instructor or Flight Examiner Briefings. Before all training and evaluation missions, instructors or flight examiners brief their crew on the mission profile, training requirements, and objectives or evaluation requirements. See Attachment 2 of this instruction.

9.9. Debriefing. After training flights, instructors will:

9.9.1. Review and critique student performance.

9.9.2. Review training requirements fulfilled for each student and aircrew member (all aircrew members should understand thoroughly what training was accomplished).

9.9.3. Answer technical questions.

9.9.4. Preview the objectives of the next mission.

9.9.5. Complete training paperwork.

Table 9.1. Training Maneuver Restrictions.

Maneuver	Restrictions
Go-Around or Missed Approach	Minimum altitude is 500 feet above ground level (AGL) when aircraft, equipment or personnel are on the runway. There are no altitude restrictions for normal VMC go-arounds.
Simulated Engine Failure	Authorized in daylight IMC if the weather is at or above circling minimums. Authorized in night VMC only. In-flight initiate no lower than 300 ft AGL and at or above V2. Use all engines for touch and go landings.
Go-Around or Missed Approach (Simulated Engine Failure)	Initiate VMC go-arounds at not lower than 200 feet AGL. Use all engines if initiated below 200 feet AGL. If in IMC, initiate at the appropriate IAP minima.
Simulated EPs (N/A simulated engine failure)	Initiate at not lower than 300 feet AGL. Should be accomplished during non-critical phases of flight if possible.
Go-Around or Missed Approach (Simulated EPs, N/A simulated engine failure)	Initiate VMC go-arounds no lower than 100 feet AGL. If in IMC, initiate at the appropriate IAP minima.
Steep Turns	Authorized in daylight VMC. Initiate at not lower than 5,000 feet AGL or 5,000 feet above a cloud deck. Use a maximum bank angle of 45 degrees.
Cross Bleed Start	Authorized only with approval from the controlling ground agency.
Circling* Approaches	Fly 20-degree flap configuration. Maintain 20 flap maneuvering speed until aircraft is in a position to intercept the normal glide path.
* NOTE: PICs may elect to circle in a 30-degree flap configuration if they feel it necessary to increase terrain clearance, during times of marginal visibility or when experiencing higher than normal groundspeeds due to winds or operations at high altitude airports.	

Chapter 10

LOCAL OPERATING PROCEDURES

10.1. General. Units will publish a local operating procedures supplement to Chapter 10. Do not duplicate, alter, or amend the provisions of the basic volume. Upon publication, forward a copy of all supplements to HQ AFSOC/A3VS.

Chapter 11

PILOT PROCEDURES AND FORMS

11.1. Not Used.

Chapter 12

LOADMASTER PROCEDURES AND FORMS

12.1. General. In addition to the duties established in the FCOM Volume 1 and other directives, the loadmaster will comply with the procedures and duties in this regulation. The PIC may assign other duties as necessary. The loadmaster will:

12.1.1. Coordinate loading and offloading with air terminal operations or the shipping agency.

12.1.2. Load plan and supervise loading, tiedown, and offloading of cargo, baggage, mission equipment, and passengers.

12.1.3. Be assigned to the crew anytime passengers or cargo are being transported aboard the aircraft. MAJCOM/A3 may waive this requirement when necessary for mission accomplishment.

12.2. Responsibility for Aircraft Loading:

12.2.1. Shippers are responsible for providing documentation for cargo and personnel. They will advise the loadmaster of size, weight and type of cargo (classified, hazardous, etc.), coordinate traffic activities that may affect loading and offloading, and assign sufficient personnel for cargo handling. Shippers, under the aircraft loadmaster's supervision are responsible for safe positioning of material handling equipment and cargo to and from the aircraft. If cargo, aircraft equipment, or aircraft structure is damaged during loading or offloading, or if loading personnel are injured, the loadmaster will stop the loading operation and notify the PIC.

12.2.2. The loadmaster is responsible for aircraft preflight, load planning, preparation of weight and balance forms, operation of aircraft equipment, coordination with loading crew supervisor for inspection of cargo and documentation, and supervision and direction of loading, offloading, and tiedown. The loadmaster directs loading and is responsible for safe movement of cargo into and out of the aircraft.

12.3. Emergency Exits and Safety Aisles. Load aircraft in such a manner that the following emergency exits are available:

12.3.1. At least one unobstructed emergency exit per 20 passengers. At least two unobstructed emergency exits equipped with escape slides must be useable (one forward and one aft).

12.3.2. When cargo or baggage is being loaded into the aircraft cabin, allow for a clear emergency egress aisle from the cockpit door to the aft most exit.

12.4. Air Cargo Restraint Criteria. Cargo will be loaded and restrained in the cargo holds when possible. A safety belt or other tiedown strong enough to prevent shifting of cargo under all normal flight and ground conditions may be used.

12.4.1. Cargo hold compartmental netting will be used to secure cargo when available.

12.5. Passenger Handling:

12.5.1. The loadmaster is the key figure concerning good passenger relations, and is responsible for the passenger's safety and security during loading, offloading and flight. Loadmasters are also responsible for ensuring only authorized personnel are allowed on board the aircraft. Be aware of any doubts and fears that may arise in the minds of personnel and anticipate their questions and actions. Offer support and perform duties in a professional manner and show a personal interest and willingness to assist passengers.

12.5.2. Passengers may move about the cabin, however, judgment must be exercised on the number of passengers allowed out of their seats at one time. Encourage passengers to keep seat belts fastened when seated. If passengers are allowed to move freely in the cabin at cruise altitude good judgment must be exercised allowing the crew access to emergency equipment. In all such cases a clear aisle way from the front of the aircraft to the rear of the aircraft must be maintained at all times.

12.5.3. Do not allow passengers to lounge on or tamper with equipment, cargo, or baggage. Additionally passenger bags will be stored in the overhead bins or under the seats in front of them for takeoffs and landings.

12.5.4. Make frequent checks on the cabin temperature and the cleanliness of the cabin and lavatories. Special emphasis must be placed on removing and properly securing or destroying all classified or sensitive refuse.

12.5.5. On flights of long duration, particularly during hours of darkness, use all possible means to make passengers comfortable. Dim lights and extinguish unnecessary cabin lights.

12.5.6. Passengers may visit the flight deck when approved by the PIC. Good judgment must be used when authorizing cockpit visitation.

12.5.7. Any time passengers are on board, one loadmaster will be awake in the cabin to monitor cabin activities and maintain cabin discipline and safety. While on the ground the AMSS will monitor all passengers if both loadmasters are required for loading operations.

12.6. Border Clearance. Customs, Immigration, and Agriculture require certain forms for border clearance. The loadmaster is the custodian of all border clearance forms. Distribute the forms to the crew and passengers and ensure their completion prior to landing. A crew member will give completed forms to proper authorities.

12.7. Weight and Balance:

12.7.1. Responsibility for the weight and balance rests with the pilot, although this is normally delegated to the loadmaster. The index system for calculating weight and balance will be used. The primary loadmaster onboard is responsible for ensuring a center of gravity (CG) is computed and presented to the cockpit prior to engine start. Canned weight and balance forms may be used if they reflect the current crew, fuel, passengers, and cargo onboard. For home station departures, a copy of the weight and balance is normally filed with the pre-mission paperwork. On continuing missions, the completed weight and balance form is maintained onboard and properly disposed of when no longer needed. **NOTE:** The loadmaster will make every effort to notify the AMSS with the following information. (Crew count, passenger count, cargo load, and any other pertinent information deemed necessary) The AMSS will relay the information to command and control agency as soon as practical.

12.7.2. Unit DOV is the Office of Primary Responsibility (OPR) for weight and balance. All weight and balance books will be maintained and updated by the OPR and a copy provided to AFSOC/A3VS. Each weight and balance book will be reviewed semi-annually for currency.

12.8. Loadmaster Forms. All forms are maintained in the loadmaster trip kit. The kit contents will be checked prior to departure from home station to ensure sufficient quantities of required forms. Required forms are specified on the index sheet located in the loadmaster trip kit. Unit DOV is OPR for the loadmaster trip kit.

12.9. Emergency Equipment. Emergency equipment requirements are identified in the aircraft operations manual, loadmaster's preflight checklist, and aircraft Minimum Equipment List (MEL).

12.10. Aircraft Tiedown Equipment. Required tiedown equipment is identified in the loadmaster's preflight checklist.

12.11. Baggage Loading System. The baggage loading system is designed to load baggage at austere locations that do not have adequate material handling equipment available. The loadmaster must coordinate with the aircraft/mission commander prior to employing the system.

12.11.1. The Boeing Cargo Loading Manual provides a chart showing the acceptable length, width, and height of baggage that can safely be loaded in the aft cargo hold. This chart does not reflect reductions of the cargo door opening due to the installment of the baggage loading system. This chart may still be used for planning purposes, but may not accurately reflect the actual L x W x H of an item to be loaded. There are too many variables involved (i.e., connecting material, stretch factors, angle of insertion) to provide a chart for all scenarios. The loadmaster must use experience to know if a piece of cargo can be loaded. If any doubt arises in the safe execution of loading an item, immediately terminate loading operations and notify the PIC.

12.11.2. If multiple items are to be loaded, use a drift strap hooked to the item and a floor ring to position the item forward or aft in the cargo compartment.

12.11.3. The loadmaster will inspect all components of the baggage loading system prior to use. Only qualified loadmasters or crew members under the supervision of an instructor loadmaster will utilize this system.

12.11.4. When using the baggage loading system, loadmasters will wear gloves. **WARNING:** When lifting items, ensure area under and around the item is clear of personnel. **WARNING:** Prior to raising an item into the aircraft, ensure area is clear and there are no obstacles in the cargo hold that would hinder the safe movement of the cargo. **WARNING:** Ensure all required pins on the winch carriage are installed and track pins engaged prior to any load being applied. **WARNING:** Ensure a minimum of four wraps of cable is placed on the winch drum assembly prior to any load being applied.

12.12. Emergency Airlift:

12.12.1. Use these procedures for emergency airlift of personnel for humanitarian reasons or from areas faced with enemy siege, hostile fire, or when directed by HQ AFSOC. Airlift can be accomplished without the use of individual seats or safety belts only when more personnel than seats are available.

12.12.2. The number of personnel seated within the cabin or cargo area will vary depending on individual size. If possible, seat personnel in rows facing forward and restrain with straps placed across the aircraft floor. Secure the straps to tiedown rings positioned in the most outboard seat track(s).

12.12.3. If time allows, personal effects or baggage may be loaded on the aircraft. However, this may reduce the amount of personnel space available.

12.12.4. The maximum altitude for emergency airlift of personnel is FL 420 provided oxygen is available for each individual.

12.13. Specific Loadmaster Responsibilities. The loadmaster trip kit will be inventoried prior to home station departure. Ensure kit contains sufficient quantities of required forms. The inbound loadmaster will leave a memo or note (in an obvious location) inside the kit, indicating all items that are missing, broken, require restocking, etc. The outbound loadmaster will review the note prior to crew stations time.

12.13.1. Aircraft cleanliness is a crew responsibility. The loadmaster is usually designated as the focal point to ensure the aircraft is cleaned when needed or upon return to home station. All available crew members should be involved in this effort. If problems arise, inform the PIC.

12.13.2. Normally, the primary loadmaster is not indicated on the flight orders. During the initial crew briefing, the primary loadmaster will be identified. The primary loadmaster is the highest qualified loadmaster logging primary, instructor or evaluator time. The primary loadmaster is responsible for safe mission accomplishment. There may be times when a qualified loadmaster is acting as the primary loadmaster, but overall responsibility rests with the actual primary loadmaster.

12.13.3. Due to the unit's alert requirements, every effort must be made by each loadmaster to ensure the alert aircraft is mission capable at all times.

12.13.4. PICs and loadmasters will make every effort to provide the command and control agency a current passenger manifest or passenger count prior to each takeoff.

12.14. Boldface/Critical Action Procedures. See [Attachment 7](#).

Chapter 13

AIRBORNE MISSION SYSTEMS SPECIALIST PROCEDURES AND FORMS

13.1. General. The terms Airborne Mission Systems Specialist (AMSS) and Radio Operator (RO) may be used interchangeably in this and other publications. In addition to the duties established in applicable technical orders and other directives, AMSS will comply with the procedures and duties in this regulation. It establishes procedures for Airborne Mission Systems Specialists not contained in the aircraft flight manuals, or other USAF directives. The PIC may assign other duties as necessary. The AMSS will:

13.1.1. Attend crew briefings to obtain all pertinent information on purpose, route of flight, mission objective, and communications requirements. AMSS will record pertinent mission information on the locally produced communications worksheet.

13.1.2. Coordinate communications requirements, frequencies, and any special procedures necessary to ensure optimum communications coverage is provided.

13.1.3. Sign out and maintain control of all COMSEC and classified documents required by the AMSS during the mission. Encode, decode, and authenticate messages as required. Use authentication systems to identify friendly units. Ensure all COMSEC and classified materials are returned to proper storage facilities.

13.1.4. Preflight all mission communications equipment to ensure satisfactory operation.

13.1.5. Ensure IFF/SIF Modes I, II, and IV are set IAW mission requirements.

13.1.6. Maintain continuous communications with appropriate air traffic control agencies, mission command and control (C2) agencies, and other mission/support aircraft as necessary. Use secure communications to the maximum extent possible. Mission tasking will control when and where secure communications are utilized.

13.1.7. Provide a documented record of all pertinent events during the mission using AF Form 4122, *Airborne Radio Log*.

13.1.8. Troubleshoot and repair/swap malfunctioning communications equipment in-flight and at locations where qualified ground maintenance personnel are not available. Communications equipment repair is limited to the scope of the appropriate aircraft technical order or equipment documentation.

13.1.8.1. Document all malfunctions and debrief qualified ground maintenance personnel after all flight activities IAW local procedures.

13.1.9. Establish emergency communications through the use of national or international procedures when directed by the pilot.

13.1.10. Zeroize all cryptographic devices and clear classified frequencies prior to leaving the aircraft as required.

13.2. Aircraft Interphone and Radio. The AMSS will monitor the primary radio, normally UHF/VHF, and interphone at all times except when the use of HF or Satellite Communications (SATCOM) precludes monitoring these radios. The Primary AMSS will notify the pilot before leaving and when returning to their duty station.

13.3. Communications Procedures. Communications procedures used during all phases of a mission are directly related to the type of mission being flown. Each AMSS will be knowledgeable of operational environments described below.

13.3.1. Coordinate with appropriate agencies to determine mission communication requirements. (e.g., SATCOM, HF, VHF, UHF, FAX, International Maritime Satellite (INMARSAT), and Computer).

13.3.2. Ensure the aircraft communication systems will support mission requirements.

13.3.3. Ensure the COMSEC kit is current and will support mission requirements.

13.3.4. Ensure the appropriate Communications-Electronics Operating Instruction (CEOI), execution checklists, call signs, frequencies, communications and mission set-up work sheets, and any required documents are obtained.

13.3.5. Accomplish preflight inspections IAW AMSS checklist and users guide.

13.3.6. Maintain continuous communications with the appropriate agencies IAW the AMSS checklist, CEOI, operational orders, exercise orders, execution checklists, and PIC's direction.

13.3.7. Maintain the airborne radio log.

13.3.8. Ensure all message traffic is distributed to appropriate agencies and individuals.

13.3.9. Brief and assist users on the operation of the planning area communications systems.

13.3.10. Accomplish postflight procedures IAW AMSS checklist.

13.3.11. Secure or obtain classified material and equipment IAW the AMSS checklist.

13.3.12. Turn in COMSEC.

13.3.13. Attend any required debriefings.

13.4. Communication Checks. Communication checks made during preflight, enroute and postflight will be IAW Allied Communications Publication (ACP) 121, US Sup/2. It is the responsibility of all AMSS to be cognizant of their OPSEC requirements prior to making any communication checks.

13.5. Weather Forecasts. For all flights outside the local area, the AMSS will obtain the destination and alternate (if applicable) forecasts, to include pressure altitude and temperature, before reaching the equal time point and one hour prior to ETA. When marginal weather is expected, provide the pilot with earlier forecasts and timely updates, to include alternate landing fields. Whenever SIGMETs are received from any source, contact the nearest USAF weather facility to determine mission applicability.

13.5.1. ATIS, with current "information" identifier, is the preferred forecast method one (1) hour prior to landing, where available.

13.6. AF Form 4122, Airborne Radio Log. The AMSS will complete a single AF Form 4122 for each day's flight or flights.

13.6.1. Radio logs are normally unclassified; however, if classified information is entered into the radio log, it must be properly marked. Complete the log IAW [paragraph 13.10](#) File completed unclassified logs chronologically in a transitory file. Dispose of logs IAW the AF

Records Disposition Schedule. Classified logs will be handled and stored IAW current security directives. Maintaining log entries is the lowest mission priority.

13.6.2. An execution checklist may be used on operational flights. Annotate times in the appropriate blocks, if an execution checklist is used. If the execution checklist is unclassified, it may be attached to the radio log in lieu of duplicate log entries. If the execution checklist is classified, do not attach it to the radio log unless the radio log is also classified. A separate radio log will be maintained at all times.

13.7. Communications Worksheet. Units will develop a local communications worksheet specifically oriented to its mission. The AMSS will complete this locally produced communications worksheet for all flights, IAW local instructions. The local communications worksheet must be designed to be used both during mission planning and in-flight as a guide. At the completion of each mission this form may be destroyed.

13.8. Airborne Mission System Specialist Information Guides (AMSSIG). AMSSIG are used to consolidate communications information, procedures, policies, etc., for quick reference during mission planning, preflight, in-flight, and postflight duties. Unit DOV is the approval authority for unit AMSSIG. Each unit maintaining these guides will review them annually for currency and document the review.

13.9. Emergency Procedures and Checklists. Emergency procedures and operating checklists for use by the AMSS during flight operations are contained in the attachments.

13.10. AF Form 4122, Airborne Radio Log Procedures:

13.10.1. **AF Form 4122.** May be completed electronically or by hand (manually). When completed manually, it should be filled out using non-erasable type ink. Complete this form as follows:

13.10.1.1. Log Heading. Complete the entire log heading for page 1. Headings of subsequent pages need only contain call sign, date, page number, mission, and operator's name(s).

13.10.1.2. Date. Enter the current Zulu date.

13.10.1.3. ATC Call sign. Enter the normal ATC voice call sign.

13.10.1.4. Mission or Route. Enter point of departure and destination if other than departure point. Plain language, FAA, or ICAO identifiers may be used. Local may be used for training missions originating and terminating at home station. If the departure or destination is classified, use the mission code name.

13.10.1.5. Tail Number. Enter the aircraft tail number.

13.10.1.6. Squadron. Enter unit to which the aircraft is assigned.

13.10.1.7. Personnel on Board. Enter the total number of souls on board (crew members and passengers).

13.10.1.8. Takeoff. Enter Zulu time for takeoff as recorded in the *Aerospace Vehicle Flight Status Report and Maintenance Document* (AFTO Form 781).

13.10.1.9. Land. Enter Zulu time for landing (AFTO Form 781).

13.10.1.10. Total Time. Enter the total flight time (AFTO Form 781).

13.10.1.11. Page __ of __ Pages. Enter the page number. Each sheet of paper, front and back, is considered one page.

13.10.1.12. PIC. Enter the PIC's rank and last name.

13.10.1.13. Operator. Enter rank and last name of the AMSS(s).

13.10.1.14. Time. Enter the Greenwich Mean Time (GMT/Zulu) time the transmission is completed and acknowledged. For events that warrant noting, but no transmission is completed, enter the time you make the log entry.

13.10.1.15. To/From. If you are initiating the call, enter the station called in the upper left portion of this block followed by a slant bar (/). If you are called, place the slant bar near the middle of the block and the call sign of the calling station in the right lower portion of this block. Enter "NOTE" for all notes or comments not involving a radio/INMARSAT transmission.

13.10.1.16. Frequency. Enter the radio frequency used for HF, VHF, and UHF calls unless the frequency is classified. Use the assigned designator for classified frequencies. Unclassified designators, if assigned, may also be used.

13.10.1.17. Enter SATCOM for all calls made over the SATCOM system.

13.10.1.18. Enter MARSAT for all calls made over the INMARSAT system.

13.10.1.18.1. When documenting INMARSAT, specify which system (HSD, AERO H) is being used. This includes when HSD is being used for data. Example: NOTE LOG [HSD INTERNET USED FOR FLIGHT PLANNING].

13.10.1.18.2. When documenting a transmission made using data (PROCOMM, Document Tracking System (DTS)/Win, etc.), use [VIA DATA] at the end of the log entry.

13.10.1.19. Enter LOG for all notes or a comment that does not involve a radio/INMARSAT transmission.

13.10.1.20. Message/Remarks:

13.10.1.20.1. The first entry will be the statement "ON WATCH" followed by the AMSS signature. The last entry will be the statement "OFF WATCH" followed by the AMSS signature. On augmented missions, only the AMSS sitting in the seat for takeoff is required to sign on and off watch. If other AMSS make log entries, they will place a double slash (/) at the end of the MESSAGE/REMARKS entry and initial the entry.

13.10.1.20.2. AMSS may exchange watch by using ON WATCH/OFF WATCH entries. The AMSS on watch at the end of the radio day will make an entry indicating the end of the current radio day and a separate entry for the start of the new radio day. The end of the radio day, (midnight Zulu) is designated 2400Z, and 0001Z is the beginning of the new radio day. Radio log entries will read "2,400 NOTE LOG END RADAY" and "0001 NOTE LOG BEGIN RADAY."

13.10.1.21. Abbreviations and Operating Signals. (ACP 131), FLIP abbreviations and other aeronautical related abbreviations may be used in radio log entries. Use brackets, [], to enclose important information, simulated transmissions, transmission summaries, or any other information necessary in the log, but not actually transmitted over the radios. Otherwise, enter sent or received information verbatim.

13.10.1.22. Entry Corrections. Entry corrections may be made electronically or manually. Electronic and manual corrections may be made to the same document as required.

13.10.1.22.1. Electronic Corrections. Electronic corrections may be made as required at any time before mission completion.

13.10.1.22.2. Manual Corrections. Make manual corrections to the form by lining out the incorrect portion and initialing at the end of the lined out portion. Enter the correct information immediately after the lined out portion.

13.10.1.23. There will be no empty spaces on the AF Form 4122. Empty spaces will be lined from bottom left corner to top right corner. The operator will "Z" out last available spaces on the 4122 and annotate "LAST ENTRY".

Chapter 14

INFORMATION COLLECTION, RECORDS, AND FORMS

14.1. Records. The program records created as a result of the processes prescribed in this publication are maintained in accordance with AFMAN 33-363 and disposed of in accordance with the AF RDS located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>.

HERBERT J. CARLISLE, Lt Gen, USAF
DCS, Operations, Plans, and Requirements

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

DoD 4515.13-R, *Air Transport Eligibility*, November 1994.

AFPD 11-2, *Aircraft Rules and Procedures*, 14 January 2005.

AFJI 11-204, *Operational Procedures for Aircraft Carrying Hazardous Material*, 11 November 1994.

AFI 11-202V3, *General Flight Rules*, 22 October 2010.

AFI 11-218, *Aircraft Operation and Movement on the Ground*, 11 May 2005.

AFI 11-301V1, *Aircrew Flight Equipment (AFE) Program*, 25 February 2009.

AFI 11-401, *Aviation Management*, 10 December 2010.

AFI 13-207, *Preventing and Resisting Piracy (Hijacking)*, 21 June 2010.

AFI 31-401, *Information Security Program Management*, 1 November 2005.

AFI 48-123, *Medical Examinations and Standards*, 24 September 2009.

AFI 91-204, *Safety Investigations and Reports*, 24 September 2008.

AFMAN 33-364, *Records Disposition, Procedures and Responsibilities*, 22 December 2006.

T.O. 00-25-172, *Ground Servicing of Aircraft and Static Grounding/Bonding*, 26 July 2006.

Adopted Forms

DD Form 175, *Military Flight Plan*, May 1986

DD Form 1385, *Cargo Manifest*, November 1998

DD Form 1801, *DoD International Flight Plan*, May 1987

CBP 7507, *General Declaration (Outward/Inward)*, August 2009

DD Form 2131, *Passenger Manifest*, September 2005

AF Form 8, *Certificate of Aircrew Qualification*, 8 December 2006

AF Form 847, *Recommendation for Change of Publication*, 22 September 2009

AF Form 4122, *Airborne Radio Log*, 1 June 1990

AF Form 15/15A, *USAF Invoice/Invoice Envelope*, 1 August 1991

AF Form 315, *USAF AVFUELS Invoice*, 1 August 1991

AF Form 457, *USAF Hazard Report*, 1 September 1973

AF Form 651, *Hazardous Air Traffic Report (HATR)*, 1 October 1998

AF Form 1297, *Temporary Issue Receipt*, 1 July 1987

AF Form 2282, *Statement of Adverse Effect – Use of Government Facilities*, 1 June 1976

AF Form 1381, *USAF Certification of Aircrew Training*, 1 March 1976

AFSOC Form 97, *AFSOC Aircraft Incident*, 14 August 2006

Abbreviations and Acronyms

AAR—Air to Air Refueling

ACF—Acceptance Check Flight

ACM—Additional Crew Member

ADIZ—Air Defense Identification Zone

AE—Aeromedical Evacuation

AF—Air Force

AFE—Aircrew Flight Equipment

AFH—Air Force Handbook

AFI—Air Force Instruction

AFM—Aircraft Flight Manuals (includes FCOM Volume 1, 2, QRH, FCTM)

AFMAN—Air Force Manual (new designation)

ARMS—Aircrew Resource Management

AFPAM—Air Force Pamphlet

AFRC—Air Force Reserve Command

AFSOC—Air Force Special Operations Command

AFSOI—Air Force Special Operations Command Instruction

AGL—Above Ground Level

ALS—Approach Lighting System

ANG—Air National Guard

AMC—Air Mobility Command

AP—Area Planning (FLIP)

APU—Auxiliary Power Unit

ARCP—Air Refueling Control Point

ARCT—Air Refueling Control Time

ARTCC—Air Route Traffic Control Center

AMSS—Airborne Mission Systems Specialist

ASRR—Airfield Suitability and Restrictions Report

ATC—Air Traffic Control

ATIS—Automated Terminal Information Service

ATO—Air Tasking Order
BASH—Bird Aircraft Strike Hazard
C2—Command and Control
CAT I—Category I Approach
CAT II—Category II Approach
CC—Commander
CDT—Crew Duty Time
CEA—Career Enlisted Aviator
CEOI—Communications-Electronics Operating Instructions
CFP—Computer Flight Plan
CFR—Crash, Fire and Rescue
COMAFSOC—Commander Air Force Special Operations Command
COMAFSOF—Commander Air Force Special Operations Forces
COMSEC—Communications Security
CONUS—Continental United States
CRM—Crew Resource Management
CIRVIS—Communications Instructions for Reporting Vital Intelligence Sightings
CVR—Cockpit Voice Recorder
DD—Department of Defense (as used on forms)
DH—Decision Height
DIRMOBFOR—Director of Mobility Forces
DO—Operations Officer
DoD—Department of Defense
DME—Distance Measuring Equipment
DNIF—Duties Not Including Flying
DTS—Document Tracking System
DV—Distinguished Visitor
EP—Emergency Procedure/Evaluator Pilot
ER—Extended Range
ERO—Engine Running Offload
ETA—Estimated Time of Arrival
ETD—Estimated Time of Departure

ETE—Estimated Time Enroute
ETOPS—Extended Twin Overwater Operations
ETP—Equal Time Point
FAA—Federal Aviation Administration
FCF—Functional Check Flight
FCIF—Flight Crew Information File
FCIS—Flight Crew Information Summary
FCTM—Flight Crew Training Manual
FDR—Flight Data Recorder
FIH—Flight Information Handbook
FIR—Flight Information Region
FLIP—Flight Information Publication
FMC—Flight Management Computer
FOD—Foreign Object Damage
FPPM—Flight Planning and Performance manual
GDSS—Global Decision Support System
GMT—Greenwich Mean Time
GPS—Global Positioning System
HF—High Frequency
HQ AFSOC—Headquarters Air Force Special Operations Command
HQ AFSOC/A3V—Headquarters Air Force Special Operations Command Aircrew Stan/Eval
HQ AFSOC/A3VS—Headquarters Air Force Special Operations Special Missions Stan/Eval
HQ AMC—Headquarters Air Mobility Command
HQ USAF—Headquarters United States Air Force
HQ USSOCOM—Headquarters US Special Operations Command
HSD—High Speed Data
IAW—In Accordance With
ICAO—International Civil Aviation Organization
INMARSAT—International Maritime Satellite
IFF/SIF—Identify Friend or Foe/Selective Identify Frequency
IFR—Instrument Flight Rules
ILS—Instrument Landing System

IMC—Instrument Meteorological Conditions

IP—Instructor Pilot

JCS—Joint Chiefs of Staff

KIAS—Knots Indicated Airspeed

LAHSO—Land and Hold Short Operation

MAJCOM—Major Command

MARSA—Military Authority Assumes Responsibility for Separation of Aircraft

MC—Mission Contributing/Mission Co-Pilot

MDA—Minimum Decision Altitude

MDS—Mission Design Series

MEA—Minimum Enroute Altitude

MEL—Minimum Equipment Listing

MOCA—Minimum Obstruction Clearance Altitude

MSA—Minimum Safe Altitude

MX—Maintenance

NDB—Non-directional Radio Beacon

NGB—National Guard Bureau

NOTAM—Notice to Airman

NM—Nautical Mile

OCONUS—Outside Continental United States

OEI—One Engine Inoperative

OG—Operations Group

OIS—Obstacle Identification Surface

OPCON—Operational Control

OPLAN—Operation Plan

OPORD—Operation Order

OPR—Office of Primary Responsibility

PAR—Precision Approach Radar

PF—Pilot Flying

PIC—Pilot in Command

PIREPS—Pilot Report

PMCR—Post Mission Crew Rest

PNF—Pilot not Flying
QRH—Quick Reference Handbook
RCR—Runway Condition Reading
RNP—Required Navigation Performance
RO—Radio Operator
RSC—Runway Surface Condition
RTB—Return to Base
RTO—Rejected Take-off
RVR—Runway Visual Range
RVSM—Reduced Vertical Separation Minimums/Minima (aircraft)
SATCOM—Satellite Communications
SDP—Special Departure Procedure
SID—Standard Instrument Departure
SIGMET—Significant Meteorological Advisory
SPINS—Special Instructions
TACAN—Tactical Air Navigation
TDY—Temporary Duty
T.O.—Technical Order
UIR—Upper Flight Information Region
USSOCOM—US Special Operations Command
USAF—United States Air Force
USAFR—United States Air Force Reserve
VCSL—Voice Call Sign Listing
VFR—Visual Flight Rules
VHF—Very High Frequency
VOR—VHF Omni-directional Beacon
VORTAC—Very High Frequency Omni-Directional Radio Range Tactical Air Navigation Aid
VMC—Visual Meteorological Conditions

Terms

Additional Crew Member (ACM)— An individual possessing valid aeronautical orders who is required to perform in-flight duties and is assigned in addition to the normal aircrew complement required for a mission.

Aeromedical Evacuation (AE)— Movement of patients under medical supervision between Medical Treatment Facilities (MTFs) by air transportation.

AFKAI— Contains the worldwide USAF voice call sign list and the specific assignment of each to USAF, Joint Chiefs of Staff (JCS), Army, Navy, unified and specified commands, and certain Executive, State Department, and DoD activities.

Airborne Mission Systems Specialist (AMSS)— A non-rated aircrew member specially trained to operate aircraft communication systems.

Airborne Mission Commander— The individual given the responsibility to accomplish part of the overall operation.

Airlift— Aircraft is considered to be performing airlift when manifested passengers or cargo are carried.

Air-to-Air Refueling (AAR)— For the purpose of this instruction, airborne fuel onload (simulated or actual) by receiver aircraft.

Air-to-Air Refueling Control Point (ARCP)— The planned geographic point over which the receiver(s) arrive in the observation/pre-contact position with respect to the assigned tanker.

Air-to-Air Refueling Control Time (ARCT)— The planned time that the receiver and tanker will arrive over the ARCP.

Air-to-Air Refueling Exit Point (AAR EXIT PT)— The designated geographic point at which the refueling track terminates. In a refueling anchor it is a designated point where tanker and receiver may depart the anchor area after refueling is complete.

Air-to-Air Refueling Initial Point (ARIP)— A point located upstream from the ARCP at which the receiver aircraft initiates a rendezvous with the tanker.

Air Reserve Component (ARC)— Refers to Air National Guard and Air Force Reserve Command forces, both Associate and Unit Equipped.

Air Route Traffic Control Center (ARTCC)— The principal facility exercising en route control of aircraft operating under instrument flight rules within its area of jurisdiction. Approximately 26 such centers cover the United States and its possessions. Each has a communication capability to adjacent centers.

Air Traffic Control (ATC)— A service operated by appropriate authority to promote the safe, orderly and expeditious flow of air traffic.

Alert Force, Aircraft, or Crews— Designated aircraft and crews capable of being launched in less than the normal notification to takeoff time period.

Augmented Crew— Basic aircrew supplemented by additional qualified aircrew members to permit in-flight rest periods.

Basic Aircraft Qualification— Crews or crew members qualified and current to fly the unit aircraft only on non-mission sorties.

Basic Aircraft Qualification Aircrew Member— An aircrew member who has satisfactorily completed qualification training in the basic aircrew position and maintains aircraft currency IAW this instruction.

Backend Crew Member— See **Career Enlisted Aviator (CEA)**.

Basic Crew— Minimum crew compliment required for a mission (see chapter 3 of this instruction).

Bird Aircraft Strike Hazard (BASH)— An Air Force program designed to reduce the risk of bird strikes.

Bird Watch Condition (BWC) Low— Normal bird activity [as a guide, fewer than 5 large birds (waterfowl, raptors, gulls, etc.) or fewer than 15 small birds (terns, swallows, etc.)] on and above the airfield with a low probability of hazard. Keep in mind a single bird in a critical location may elevate the Bird Watch Condition (BWC) to moderate or severe.

Bird Watch Condition Moderate— Increased bird population (approximately 5 to 15 large birds or 15 to 30 small birds) in locations that represent an increased potential for strike. Keep in mind a single bird in a critical location may elevate the BWC to moderate or severe.

Bird Watch Condition Severe— High bird population (as a guide, more than 15 large birds or 30 small birds) in locations that represent an increased potential for strike. Keep in mind a single bird in a critical location may cause a severe BWC

Block Time— Time determined by the scheduling agency responsible for mission accomplishment for the aircraft to arrive at (block in) or depart from (block out) the parking spot.

Border Clearance— Those clearances and inspections required to comply with federal, state, and local agricultural, customs, immigration, and immunizations requirements.

Category I Route— Any route on which the position of the aircraft can be accurately determined by the overhead crossing of a radio aid (NDB, VOR, TACAN) at least once each hour with positive course guidance between such radio aids.

Category II Route— Any route that does not meet the requirements of a category II route.

Career Enlisted Aviator (CEA)— Refers to both AMSS and/or Loadmaster specialty.

CEOI— Communication Electronic Operating Instructions.

Change of Operational Control (CHOP)— The date, time, and/or point where the responsibility for operational control of force passes from one operational authority to another.

Command and Control (C2)— The exercise of authority and direction by a properly designated commander over assigned and attached forces in the accomplishment of the mission. Command and control functions are performed through an arrangement of personnel, equipment, communications, facilities, and procedures employed by a commander in planning, directing, coordinating, and controlling forces and operations in the accomplishment of the mission.

Commander Air Force Special Operations Forces (COMAFSOF)— The commander designated by Commander, USSOCOM for CONUS deployments or by theater SOC/CCs for overseas deployments, who is responsible for management of Air Force Special Operations Forces (AFSOF) within a theater, a geographic area, or a designated operation. The COMAFSOF is responsible to Commander, USSOCOM for management of CONUS-deployed AFSOF or to their respective SOC/Commander (CC) for management of AFSOF theater-assigned AFSOF and is responsible to Commander, Air Force Special Operations Command

(COMAFSOF) for monitoring and management of AFSOF operating within the specific area of responsibility.

Contingency Mission— Mission operated in direct support of an OPORD, OPLAN, disaster, or

Continuing Mission— A mission where the aircraft and crew transits home station, either as an enroute stop or to remain over night, then continues on with the same mission and on the same flight orders.

Conversion Training— Training accomplished when changing between same design, but different series, aircraft. The amount of training needed for qualification does not warrant attendance at a formal qualification course.

Critical Phase Of Flight— Takeoff, air refueling, formation, low level, air drop, approach, and landing.

Degraded Equipment— Aircraft systems that are less than fully operational. Guidance on these systems is given in the MEL.

Deviation— Performing an action not in sequence with current procedures, directives, or regulations. Performing action(s) out of sequence due to unusual or extenuating circumstances is not considered a deviation. In some cases, momentary deviations may be acceptable; however, cumulative momentary deviations will be considered in determining the overall qualification level.

Director of Mobility Forces (DIRMOBFOR)— Individual responsible for theater mobility force management. The Air Force component commander exercises operational control of assigned or attached mobility forces through the DIRMOBFOR. The DIRMOBFOR monitors and manages assigned mobility forces operating in theater. The DIRMOBFOR provides direction to the Air Mobility Division in the AOC to execute the air mobility mission and will normally be a senior officer familiar with the AOR.

Diverse Departure— The airfield has been assessed for departure by TERPS personnel and no penetration of the obstacle surfaces exists. An aircraft may depart the field, climb to 400 feet above the departure end of the runway elevation, turn in any direction, and if a minimum climb gradient of 200'/NM is maintained be assured of obstacle clearance. This is normally indicated on DoD/NOAA publications by the absence of any published departure procedures.

Due Regard— Operational situations that do not lend themselves to International Civil Aviation Organization (ICAO) flight procedures, such as military contingencies, classified missions, politically sensitive missions, or training activities. Flight under "Due Regard" obligates the military PIC to be his or her own air traffic control (ATC) agency and to separate his or her aircraft from all other air traffic. (See FLIP General Planning, section 7.)

Equal Time Point (ETP)— Point along a route at which an aircraft may either proceed to destination or first suitable airport or return to departure base or last suitable airport in the same amount of time based on all engines operating.

Estimated Time of Arrival (ETA)— A mission's expected touchdown time at its destination airfield.

Estimated Time of Departure (ETD)— A mission's expected take-off time.

Estimated Time In Commission (ETIC)— Estimated time required to complete required maintenance.

Event— A training item to be accomplished. Multiple events may be completed and logged during a sortie unless specifically excluded elsewhere in this instruction.

Execution— Command-level approval for initiation of a mission or portion thereof after due consideration of all pertinent factors. Execution authority is restricted to designated command authority.

First Pilots— First pilots are highly experienced copilots who are qualified IAW volumes 1 and 2 of this instruction to taxi, take-off, and land the aircraft from the left seat under the supervision of a qualified PIC.

Fix— A position determined from terrestrial, electronic, or astronomical data.

Fuel Reserve— Amount of usable fuel that must be carried beyond that required to complete the flight as planned.

Ground Time— Interval between engine shut down (or arrival in the blocks if engine shutdown is not scheduled) and next takeoff time.

Hard Alert— Type of alert in which alert personnel are required to be readily available for the prompt execution of the mission. Hard alert personnel will be provided adequate sleeping facilities for each individual. Chapter 10 of this instruction further defines requirements for hard alert.

Hazardous Cargo or Materials (HAZMAT)— Articles or substances that are capable of posing significant risk to health, safety, or property when transported by air and classified as explosive (class 1), compressed gas (class 2), flammable liquid (class 3), flammable solid (class 4), oxidizer and organic peroxide (class 5), poison and infectious substances (class 6), radioactive material (class 7), corrosive material (class 8), or miscellaneous dangerous goods (class 9). Classes may be subdivided into divisions to further identify hazard, i.e., 1.1, 2.3, 6.1, etc., (AFJI 11-204, AFMAN 24-204, TO 11N2011).

Interfly— Intermixing of crew members from different units in the same aircrew or unit aircrews flying aircraft assigned to another unit.

Instructor Certified Events— Training given to an aircrew member that requires an instructor to certify the student's attainment of the required proficiency and knowledge levels as specified in courseware and, if appropriate, AFSOC Forms 4111. Instructor certified events are documented on AF Form 1381, USAF Certification of Aircrew Training.

International Maritime Satellite (INMARSAT)— United Nations-sponsored organization with controlling authority over a commercial satellite constellation. The constellation provides near global voice/data communications coverage for land-based, maritime and aeronautical radio operations. Users of the system are required to register with the organization, abide by the charter, and pay "by the minute" usage fees.

Local Training Mission— A mission scheduled to originate and terminate at home station (or an off-station training mission), generated for training or evaluation, and executed at the local level.

Long Range Cruise (LRC)— Airspeed that gives 99% of maximum nautical miles per pound of fuel.

Maintenance Status:—**A-1**; No maintenance required.

A—2 (Plus Noun); Minor maintenance required, but not serious enough to cause delay. Add nouns that identify the affected units or systems, i.e., hydraulic, ultra high frequency (UHF) radio, radar, engine, fuel control, generator, boom or drogue, etc., Attempt to describe the nature of the system malfunction to the extent that appropriate maintenance personnel will be available to meet the aircraft. When possible, identify system as Mission Essential (ME) or Mission Contributing (MC).

A—3 (Plus Noun); Major maintenance. Delay is anticipated. Affected units or systems are to be identified.

A—4; Aircraft or system has suspected or known biological, chemical, or radiological contamination.

Military Authority Assumes Responsibility for Separation of Aircraft (MARSA)— A condition whereby the military services involved assume responsibility for separation between participating aircraft in the air traffic control (ATC) system.

Minimum Equipment Listing (MEL)— Listing of all equipment necessary for flight or dispatch.

Minimum IFR En Route Altitude— Compute minimum IFR en route altitude by adding 1,000 feet (2,000 feet in mountainous terrain) above the highest obstruction to flight (man-made obstruction, terrain feature, or spot elevation) within five nautical miles of route centerline. Outside the United States, the distance from centerline should be increased to 10 NMs in controlled airspace. This altitude may be rounded off to the next higher 100-foot increment.

Mission Design and Series (MDS) for aircraft— The first letter identifies the mission of the aircraft (i.e., A, E, H, M). The second letter and subsequent numbers identify the design of the aircraft (i.e., B-52, C-141, F-15). The last letter identifies the series of aircraft (i.e., B, C, D, U).

Mission Essential (ME)— A degraded component, system, or subsystem which is essential for safe aircraft operation or mission completion.

Mission Qualified Aircrew Member— An aircrew member who has satisfactorily completed mission qualification and evaluation.

Mission Ready— Crews or crew members fully qualified and current to perform the unit mission.

Mission Ready Crew Member— Crew member who has successfully completed appropriate qualification, and is maintaining qualification currency requirements of this instruction.

Operational Control (OPCON)— Transferable command authority that may be exercised by commanders at any echelon at or below the level of combatant command. Operational control is inherent in combatant command (command authority). Operational control may be delegated and is the authority to perform those functions of command over subordinate forces involving organizing and employing commands and forces, assigning tasks, designating objectives, and giving authoritative direction necessary to accomplish the mission. Operational control includes authoritative direction over all aspects of military operations and joint training necessary to

accomplish missions assigned to the command. Operational control should be exercised through the commanders of subordinate organizations. Normally this authority is exercised through subordinate joint force commanders and service and/or functional component commanders. Operational control normally provides full authority to organize commands and forces and to employ those forces as the commander in operational control considers necessary to accomplish assigned missions. Operational control does not, in and of itself, include authoritative direction for logistics or matters of administration, discipline, internal organization, or unit training.

Operational Missions— A mission that has as a primary purpose the direct support of contingencies, or HQ USSOCOM and its subordinate commands. Missions executed at or above TACC level. Operational missions termed "CLOSE WATCH" include CORONET missions and AFI 11-221, *Air Refueling Management*, priority 1, 2, and 3 missions tasked by the TACC. Other operational missions such as deployment, re-deployment, reconnaissance operations, Operational Readiness Inspections (ORI), AMC channel or SAAM, and JA/ATT missions may be designated "CLOSE WATCH" as necessary.

Operational Risk Management (ORM)— is a logic-based, common sense approach to making calculated decisions on human, materiel, and environmental factors before, during, and after Air Force operations. It enables commanders, functional managers and supervisors to maximize operational capabilities while minimizing risks by applying a simple, systematic process appropriate for all personnel and Air Force functions.

Operating Weight— Basic aircraft weight plus weight of crew members, crew baggage, steward's equipment, emergency and extra equipment.

Permit to Proceed— Aircraft not cleared at the first US port of entry may move to another US airport on a permit to proceed issued by customs officials at the first port of entry. This permit lists the requirements to be met at the next point of landing, i.e., number of crew and passengers, cargo not yet cleared. PICs are responsible to deliver the permit to proceed to the customs inspector at the base where final clearance is performed. (Heavy monetary fines can be imposed on the PIC for not complying with permit to proceed procedures.)

Reduced Vertical Separation Minimums (RVSM)— See FLIP/GP Area Planning for specific definition.

Significant Meteorological Information (SIGMET)— Area weather advisory issued by an ICAO meteorological office relayed to and broadcast by the applicable ATC agency. SIGMET advisories are issued for tornadoes, lines of thunderstorms, embedded thunderstorms, large hail, severe and extreme turbulence, severe icing, and widespread dust or sand storms. SIGMETs frequently cover a large geographical area and vertical thickness. They are prepared for general aviation and may not consider aircraft type or capability.

Supported Forces— Space required passengers consisting of US and foreign military members who are on board as an integral part of the mission being performed.

Supporting Forces— Space required passengers consisting of US and foreign military, DoD civilians, and US civilian employees under contract to the DoD, who directly support the mission or deployment of an AFSOC unit.

Time Out— Common assertive statement used to voice crew member concern when safety may be jeopardized.

Total Flying Time— Total time for all aircraft flown in military service to include student time. Time accumulated must be in the aircrew member's current rating (e.g., pilot).

Training Mission— A mission where the main goal is to train aircrew and doesn't qualify as an operation mission.

Training Status— A deficient status in which a crew member must fly under the supervision of an instructor when occupying a primary crew position. Once deficient items are corrected, the crew member is removed from training status.

Unilateral Training Mission— Mission confined to a single service and executed at the unit level for the sole purpose of aircrew training for upgrade or proficiency. Does not include operational missions as defined in this AFI.

Zero Fuel Weight— Weight, expressed in pounds, of a loaded aircraft not including fuel. All weight in excess of the maximum zero fuel weight will consist of usable fuel.

Attachment 2**FLIGHT BRIEFING GUIDE****A2.1. ROLL CALL & TIME HACK.**

A2.2. DESCRIPTION AND PURPOSE OF MISSION. a. Type of training - upgrade, proficiency, evaluation, etc.

b. Overall training objectives.

c. Training requirements for individual crew members.

A2.3. GO/NO-GO ITEMS. a. DNIF status.

b. Grounding items.

c. Crew duty time.

d. Currency status.

A2.4. MISSION REQUIREMENTS. a. Aircraft call sign/tail number.

b. Aircraft status, fuel load, stations/departure time, mission duration.

c. Personal equipment, FCIF/Readfile, publication currency and meals.

d. Weather.

e. AHAS/BASH.

f. Alternate, Bingo Fuel, min fuel needed for training.

A2.5. IN-FLIGHT DUTIES. a. Radio discipline, outside vigilance, TCAS.

b. Jumpseat duties.

c. Sabotage and stowaway checks, anti-hijacking, aircraft security.

A2.6. CREW COORDINATION. a. Instructor and student responsibilities.

b. Simulated emergency procedures.

c. Touch-and-go landing procedures.

A2.7. AIR-TO-AIR REFUELING. a. Tanker(s) Call sign/type.

b. Track information, altitudes, type of rendezvous, ARCT/RVCT, & EMCOM level.

c. Communications plan.

d. Fuel onload.

e. Missed AAR plan.

f. Emergency procedures.

A2.8. GROUND EMERGENCIES. a. POB.

b. Egress Signals vs. Evacuation Signals.

c. Primary Exits.

d. Rally Point.

A2.9. RISK MANAGEMENT. a. Brief risk assessment and risk mitigation IAW Operational Risk Assessment.

Attachment 3

C-32B AIR TO AIR REFUELING CHECKLIST

RENDEZVOUS CHECKLIST (PRIOR TO IP).

NOTE: Cycle the slipway door prior to passing 10,000 feet MSL.

1. Radios “SET” (P, CP, AMSS)

The pilot in control of the aircraft will position his radio controls to receive only interphone and the primary AAR frequency. A designated crew member will monitor guard frequencies. The PIC will designate a crew member to monitor the primary ATC frequency and be prepared to copy any clearances given to the tanker for the receiver.

NOTE: Monitor AAR frequency 30 minutes prior to rendezvous control time.

2. Altimeters “STATE SETTING” (P, CP)

3. Fuel Onload “CHECKED” (P, CP)

PNF will confirm tank sequence for onloading and fuel distribution desired at completion of refueling.

4. A/A DME “SET” (PNF)

NOTE: Set 15 minutes prior to control time

5. Cabin Report..... “SECURE” (LM/AMSS)

6. Rendezvous Checklist “COMPLETE” (PNF)

PRE-CONTACT CHECKLIST (Prior to 1/2 NM).

1. AAR Master Power Switch “ON” (PNF)

2. Slipway Door..... “OPEN” (PNF)

3. ARR Valve “OPEN” (PNF)

4. Signal Amplifier Power Switch..... “NORMAL” (PNF)

5. Main and CWT Switches “AS REQUIRED” (PNF)

6. Slipway Lights..... “AS REQUIRED” (PNF)

-
7. Ready Light “ON” (P, CP)
-
8. Autopilot Disconnect Switches “CHECKED” (P, CP)
-
9. No Smoking and Seatbelt Switches..... “ON” (PNF)
-
10. Fuel Panel “SET” (PNF)
-
11. Maximum Continuous Thrust “SET” (PNF)
-
12. Engine Start Selectors “CONTINUOUS” (PNF)
-
13. Upper Beacon & White Anti-Collision Light “OFF” (PNF)
-

Turn upper beacon off on the AR Control Panel. Turn the white anti-collision light off on the overhead panel.

14. Transponder/IFF/TCAS..... “STBY” (PNF)
-

Set as requested by ATC, or if not specified, set no earlier than 3 NM from the tanker.

15. Radar “OFF” (PNF)
-

NOTE: Radar should be off by 1/2 NM.

16. Autopilot..... “OFF” (PNF)
-

17. A/T Arm Switch “OFF” (PNF)
-

18. Precontact Checklist “COMPLETE” (PNF)
-

CONTACT CHECKLIST.

Upon making contact, the following steps will be accomplished silently.

WARNING: Do not perform HF operations during fueling procedures.

1. Latched Light On (PNF)
-
2. Main/CWT IFR Valves As Required (PNF)
-

NOTE: Fill wing tanks prior to filling center tank. Float valves will close automatically when full. If closing valves through the AR Control Panel, close valves one at a time or a disconnect could occur.

3. Signal Amplifier Reset SwitchReset As Required (PNF)
CAUTION: Remain stabilized in the contact position until the boom operator or the PNF visually confirms a disconnect has been accomplished.

POST AIR-TO-AIR REFUELING CHECKLIST.

1. Upper Beacon & White Anti-Collision Light “ON” (PNF)
 2. Slipway Lights..... Dim (PNF)
 3. ARR Valve “CLOSED” (PNF)
 4. Main and CWT Switches “CLOSED” (PNF)
 5. Slipway Door..... “CLOSED” (PNF)
-
- NOTE:** Wait until the fuel in line light extinguishes to close the AAR valves.
-
6. AAR Master Power Switch “OFF” (PNF)
 7. Fuel Panel “SET” (PNF)
 8. Altimeters “STATE SETTING” (P, CP)
 9. Autopilot..... “AS REQUIRED” (PNF)
 10. A/T Arm Switch “AS REQUIRED” (PNF)
 11. Transponder/IFF/TCAS..... “AS REQUIRED” (PNF)
 12. Engine Start Selectors “AUTO” (PNF)
 13. FMC Fuel Update “COMPLETE” (PNF)
 14. Post AAR Checklist..... “COMPLETE” (PNF)

Attachment 4

C-32B LOADMASTER EXPANDED CHECKLIST

NOTE: This preflight inspection will be accomplished prior to the aircraft standing alert and each home station departure. Those items identified by an asterisk shall be inspected by the loadmaster after a crew change or a prolonged stop over (crew rest). Items on which maintenance has been performed shall be inspected at the discretion of the loadmaster.

NOTE: The aircraft is considered preflighted for alert launches. The loadmaster (time permitting) may preflight the aircraft. As a minimum, the forms will be checked to identify degraded/missing equipment.

INTERIOR INSPECTION.

NOTE: Remove the aircraft door locking kit prior to accomplishing a preflight, stow in Bin 2R.

FLIGHT DECK.

(*)1. Aircraft Forms CHECKED
(Check aircraft forms for aircraft status).

(*)2. Aircraft power ON

NOTE: To apply power, refer to the Aircraft Power On Checklist.

(*)3. Utility bus ties ON

(Ensure utility bus power switches located on the pilot center overhead panel are "ON").

NOTE: If power is applied to the aircraft the utility buses may need to be reset to initialize galley power.

4. No Smoking / Fasten Seat Belt Switches ON

(*)5. Cargo Door Locks UNLOCKED

(*)6. Crash Axe CHECKED

(*)7. First Aid Kit CHECKED

(Check that kit is sealed, secured, and inspection date).

(*)8. PBE CHECKED

(Check to ensure kit is sealed, secured, and inspection date).

(*)9. Halon Extinguisher..... CHECKED

(Check pinned, pressure, secured, and inspection date).

PASSENGER COMPARTMENT.

(*)10. Lavatory CHECKED

- a. Door locks and lights - Checked
- b. Toilet operation – Checked
- c. Water faucet and drain – Operational
- d. All required supplies – Onboard
- e. Trash receptacles for fire protection system – Checked
- f. Smoke detector green power light – Illuminated
- g. Lavatory cleanliness – Checked
- h. Emergency call button – Checked

(*)11. Flight deck door key..... CHECKED

(Ensure key is located in the ashtray adjacent to the lavatory door).

(*)12. Fwd Entry Door (Door 1L) CHECKED

NOTE: If the door is open this step may be omitted although slide/raft pressure will be checked.

- a. Safety Strap – Secured
- b. Arming Lever Lock – Retracts
- c. Arming Lever – Armed
- d. Girt bar indicating light – On
- e. Knuckle Buster – Exposed
- f. Slide pressure gauge – Checked
- g. Survival kit attachment ring – Exposed
- h. Arming Lever – De-Armed
- i. 60 Hz and 400 Hz Outlet Covers – Installed

WARNING: Physically check the girt bar for engagement when the knuckle buster or girt bar indicator light are inoperative.

13. Forward airstairs..... CHECKED

NOTE: If airstairs are extended this step may be omitted although security must be checked.

- a. Two (2) pip-pins – Secured
- b. One (1) jettison block – Pin installed, safety wired

c. Power – On	
d. Retract button – Push	
e. Power switch – OFF	
f. Airstairs curtain – Secured	
<hr/>	
14. Galley	CHECKED
a. Required circuit breakers – Set	
b. Ovens, coffee brewers – Operational	
c. Galley lights – Checked	
d. Galley supplies – Checked	
e. Galley latches/locks – Locked	
f. Drink carts – Stocked/Secured	
g. Water quantity gauge – Checked (Adequate water for mission)	
<hr/>	
(*)15. Galley Service Door (Door 1R)	CHECKED
a. Safety Strap – Secured	
b. Arming Lever Lock – Retracts	
c. Arming Lever – Armed	
d. Girt bar indicating light – On	
e. Knuckle Buster – Exposed	
f. Slide pressure gauge – Checked	
g. Survival kit attachment ring – Exposed	
h. Arming Lever – De-Armed	
i. 60 Hz Outlet Cover – Installed	
<hr/>	
WARNING: Physically check the girt bar for engagement when the knuckle buster or girt bar indicator light are inoperative.	
<hr/>	
16. Door 1R flight Attendant Panel / Jumpseat	CHECKED
a. Public address system, phone handset – Checked	
b. Seat belt for serviceability and seat for retraction – Checked	
c. Flashlights (2) – Checked	
d. Adult-Child Life vests (2) - Checked	
e. Mag Light (1) – Checked	
f. Screwdriver – Stowed	
g. Ceiling, entry, window lights – Checked (full bright for preflight)	
<hr/>	
17. Bin 2R	CHECKED
a. Tiedown equipment bag (1) – Stowed	
b. Door locking kit (1) – Stowed	
<hr/>	
18. UARSSI Panel	SECURED
<hr/>	
(*)19. Bin 1L	CHECKED

a. Oxygen bottles (2) – Secure, pressure gauge full, mask tubing not cracked, plugged into (Hi) outlet.

b. Megaphone (1) – Depress trigger button. This should result in an audible “click”.
Absence of the “click” indicates a dead battery or a defective unit.

c. Halon extinguisher (1) – Pinned, pressure checked, and secured.

d. Water extinguisher (1) – Safety wired and secured.

e. PBE (2) – Sealed

f. Emergency equipment demo kit (1) – Demo safety belt, dixie cup, safety briefing card, and Adult-Child life vests.

g. First Aid kit (1) – Sealed, secured, inspection date.

(*)20. Bin 2L..... CHECKED

a. Life raft accessory kits (2) – Stowed

b. Unit accessory kit (1) – Stowed

c. ELT (1) – Stowed

NOTE: One life raft accessory kit is used in conjunction with each of the aircraft slide/rafts (the Emergency Equipment attachment, located in the loadmaster trip kit, contains an inventory listing).

NOTE: One unit accessory kit has unit specific equipment (the inventory listing is located on a laminated card attached to the kit).

21. Sidewall closet..... SECURED

a. Required equipment – Secured

b. Closet door – Closed and latched

22. Ceiling and Sidewall lights (Crew rest area)..... ON

(*)23. DV Compartment doors (Fwd) OPEN and LATCHED

24. Door 2R Jumpseat CHECKED

a. Public address system, phone handset – Checked

b. Seat belt for serviceability and seat for retraction – Checked

c. Flashlight (1) - Checked

d. Adult-Child life vests (1) - Checked

e. Mag Light (1) – Checked

(*)25. Door 2R / 2L CHECKED

a. Safety Strap – Secured

b. Arming Lever Lock – Retracts

c. Arming Lever – Armed

d. Girt bar indicating light – On

e. Knuckle Buster – Exposed

f. Slide pressure gauge – Checked

- g. Survival kit attachment ring – Exposed
- h. Arming Lever – De-Armed
- i. 60 Hz Outlet Cover – Installed

WARNING: Physically check the girt bar for engagement when the knuckle buster or girt bar indicator light are inoperative.

26. Compartment Appearance CHECKED
-
- (*)27. Bin 7R CHECKED
- a. Life raft accessory kits (2) – Stowed
 - b. Oxygen bottle (1) – Secure, pressure gauge full, mask tubing not cracked, plugged into (Hi) outlet.
 - c. First Aid kit (1) – Sealed, secured, inspection date.
 - d. Emergency equipment demo kit (1) – Demo safety belt, Dixie cup, safety briefing card, and Adult-Child life vest.
-
- NOTE:** One life raft accessory kit is used in conjunction with each of the aircraft slide/rafts (the Emergency Equipment attachment, located in the loadmaster trip kit, contains an inventory listing).
-
28. Ceiling and Sidewall lights (Fwd DV)ON
-
- (*)29. DV Compartment doors (Mid) OPEN and LATCHED
-
30. Ceiling and Sidewall lights (Aft DV)ON
-
- (*)31. DV Compartment doors (Aft) OPEN and LATCHED
-
32. Ceiling and Sidewall lights (Aft cabin)ON
-
- (*)33. Bin 12L CHECKED
- a. Loadmaster Equipment – Inventoried
-
- (*)34. Bin 15R CHECKED
- a. Oxygen bottle (1) – Secure, pressure gauge full, mask tubing not cracked, plugged into (Hi) outlet.
 - b. Halon extinguisher (1) – Pinned, pressure checked, and secured.
 - c. PBE (1) – Sealed
-
35. Vacuum and accessory bag CHECKED
-
36. Mid Cabin Lavatories (3) CHECKED
- a. Door locks and lights - Checked
 - b. Toilet operation – Checked
-

- c. Water faucet and drain – Operational
- d. All required supplies – Onboard
- e. Trash receptacles for fire protection system – Checked
- f. Smoke detector green power light – Illuminated
- g. Lavatory cleanliness – Checked
- h. Emergency call button – Checked

NOTE: If the lavatories are to be locked, check the fire detection/suppression systems as a minimum.

37. Life raft overhead storage panel CHECKED (As Required)

(Ensure additional supplies are onboard and stowed properly)

- 38. Door 3R Jumpseat CHECKED
 - a. Public address system, phone handset – Checked
 - b. Seat belt for serviceability and seat for retraction – Checked
 - c. Flashlight (1) – Checked
 - d. Adult-child life vest (1) – Checked
 - e. Mag Light (1) – Checked

- (*)39. Door 3R / 3L CHECKED
 - a. Slide pressure gauge.
 - b. Door 3L 400 Hz Outlet Cover – Installed.

WARNING: Escape slides are always armed. Do not open door except in an emergency.

NOTE: Door 3L / 3R are slides only.

- 40. Compartment Appearance CHECKED
- 41. Bin 19R CHECKED
 - a. Required circuit breakers – Set

- (*)42. Life raft overhead storage panel CHECKED
 - a. Life raft accessory kits (2) – Stowed
 - b. Unit accessory kit (1) – Stowed

NOTE: One life raft accessory kit is used in conjunction with each of the aircraft slide/rafts (the Emergency Equipment attachment, located in the loadmaster trip kit, contains an inventory listing).

NOTE: One unit accessory kit has unit specific equipment (the inventory listing is located on a laminated card attached to the kit).

-
- (*)43. Bin 17L.....CHECKED
- a. Oxygen bottle (as installed) – Secure, pressure gauge full, mask tubing not cracked, plugged into (Hi) outlet.
 - b. Megaphone (1) – Depress trigger button. This should result in an audible “click”.
Absence of the “click” indicates a dead battery or a defective unit.
 - c. Halon extinguisher (1) – Pinned, pressure checked, and secured.
 - d. Water extinguisher (1) – Safety wired and secured.
 - e. PBE (2) – Sealed
 - f. First Aid kit (1) – Sealed, secured, inspection date.
-
44. Door 4L JumpseatCHECKED
- a. Threshold Light - Operational
 - b. Public address system, phone handset – Checked
 - c. Seat belts for serviceability and seat for retraction – Checked
 - d. Flashlights (2) - Checked
 - e. Adult-child life vest (2) - Checked
 - f. Mag Light (1) – Checked
-
- (*)45. Door 4LCHECKED
- a. Safety Strap – Secured
 - b. Arming Lever Lock – Retracts
 - c. Arming Lever – Armed
 - d. Girt bar indicating light – On
 - e. Knuckle Buster – Exposed
 - f. Slide pressure gauge – Checked
 - g. Survival kit attachment ring – Exposed
 - h. Arming Lever – De-Armed
 - i. 60 Hz Outlet Cover – Installed
-
46. GalleyCHECKED
- a. Required circuit breakers – Set
 - b. Ovens, coffee brewers, microwave – Operational
 - c. Galley lights – Checked
 - d. Galley supplies - Checked
 - e. Galley latches/locks – Locked
 - f. Drink carts – Stocked/Latched
-
- (*)47. Door 4RCHECKED
- a. Safety Strap – Secured
 - b. Arming Lever Lock – Retracts
 - c. Arming Lever – Armed
 - d. Girt bar indicating light – On
 - e. Knuckle Buster – Exposed
 - f. Slide pressure gauge – Checked
-

- g. Survival kit attachment ring – Exposed
- h. Arming Lever – De-Armed

48. Entertainment System.....CHECKED

- a. 60 Hz power – On (in rack)
- b. Monitors – Deployed
- c. Passenger briefing video – Inserted
- d. Screens – Checked (for proper operation)
- e. Tape – Rewind
- f. Monitors – Stowed

49. PDA Ports.....AS REQUIRED

NOTE: If mission dictates the use of a PDA, connect the PDA, power and interphone cords to station to be utilized.

50. Seats and seatbelts CHECKED

- a. Passenger briefing card and airsickness bag – All seats
- b. Warning lights – Operational
- c. Window shades – As required

EXTERIOR INSPECTION.

(*)1. Fwd baggage compartment CHECKED

- a. Cargo secured, nets in place CHECKED

(*)2. Aft baggage compartment CHECKED

- a. Baggage loading system CHECKED

(Check baggage loading and compartment covers for security.)

- b. Cargo secured, nets in place CHECKED

PRIOR TO LOADING.

1. Load Planning.....COMPLETED

2. AirstairsAS REQUIRED

CAUTION: Prior to lowering the airstairs, ensure the opening area is clear of all obstacles.

3. Cargo Hold Doors AS REQUIRED

4. Manifest.....CHECKED

(Check the manifest against personnel and cargo for correct amount(s) and weight. Check any hazardous materials for compatibility. Check forms for operation security).

5. Special Loading Equipment AS REQUIRED

AFTER LOADING.

1. Cargo CHECKED & SECURED

2. Baggage CompartmentsCLOSED & LOCKED

3. PassengersON BOARD

4. Fuel Load.....CHECKED

(Check individual tank gages for total fuel load).

5. Weight and Balance.....COMPUTED

6. Manifest and Customs FormsON BOARD

7. Food and BeveragesSTOWED

8. Baggage and Loose Equipment..... SECURED

9. Passengers Seated and Briefed AS REQUIRED

10. ACM Briefing..... COMPLETED AS REQUIRED

11. Stowaway checkCOMPLETED

BEFORE STARTING ENGINES.

1. Doors CLOSED

2. Escape slides..... ARMED

CAUTION: Ensure all main doors are armed when support equipment is removed from aircraft.

NOTE: Additional crewmembers may assist the primary Loadmaster in arming doors. Upon completion of door arming, additional crewmembers will announce the armed doors (i.e. “4L, 4R”) to the primary Loadmaster over the PA.

3. Passengers BRIEFED

AFTER ENGINE START.

1. Headset AS REQUIRED

2. Passenger/crew count relayed to cockpit..... COMPLETE

3. Aircraft Sprayed AS REQUIRED

BEFORE TAKEOFF.

1. Cabin and Galley SECURE

CAUTION: If coffee has been made, ensure the coffee pot is no more than 1/2 full, coffee could splash out of the coffee pot during taxi and takeoff causing burns to anyone in the area.

2. Passenger Seat Belts FASTENED

3. Cabin Lights AS REQUIRED

NOTE: Cabin lights will be dimmed for all night takeoffs and landings.

4. Signal from the Cockpit "Crew Prepare for Departure" OBTAINED

5. Assume Assigned Seat and Fasten Seat Belt..... FASTENED

NOTE: If the cabin is not secure when the takeoff announcement is made, notify the pilot of status. With passengers onboard, the forward and aft flight attendant seats will be occupied by a backend crew member (CEA). The aft seat will be considered occupied when the AMSS is in their primary crew position. Without passengers, the loadmasters will be seated as close as possible to assigned exits.

AFTER TAKEOFF.

1. Passengers BRIEFED

(Brief passengers when movement within the cabin is permitted. Pass on information pertaining to the mission).

2. Galley AS REQUIRED

CRUISE.

1. Passengers BRIEFED

2. Cabin discipline and safety..... AS REQUIRED

NOTE: If passengers are allowed to move freely in the cabin at cruise altitude good judgment must be exercised allowing the crew access to emergency equipment. In all such conditions, a clear aisle from the front of the aircraft to the rear of the aircraft must be maintained at all times (unless mission requirements dictate otherwise).

3. Restraint.....CHECKED

(Check security of cargo in the passenger compartment)

4. Border clearance AS REQUIRED

5. Mission planning AS REQUIRED

DESCENT AND APPROACH.

1. Restraint.....CHECKED

(Ensure cargo in passenger compartment is secure).

2. Passengers seated and briefed AS REQUIRED

(Ensure all passengers are seated and the mission briefings are completed prior to landing).

3. Loose equipment SECURED

(Ensure all equipment is stowed prior to landing).

4. Refuse.....COLLECTED AND STOWED

5. Cabin lights..... AS REQUIRED

NOTE: Cabin lights will be dimmed for all night takeoff and landings.

6. Assume assigned seat and fasten seat belt..... FASTENED

NOTE: If the cabin is not secure when the landing announcement is made, notify the pilot of status. With passengers onboard, the forward and aft flight attendant seats will be occupied by a backend crew member (CEA). The aft seat will be considered occupied when the AMSS is in their primary crew position. Without passengers, the loadmasters will be seated as close as possible to assigned exits.

AFTER LANDING, BEFORE LEAVING AIRCRAFT.

1. Cabin lights..... AS REQUIRED

NOTE: Cabin lights will remain dim until the aircraft has blocked in.

2. Border clearance AS REQUIRED

3. Escape slides.....DISARMED

WARNING: Ensure all Escape Slides are DISARMED prior to opening doors.

NOTE: Additional crewmembers may assist the primary Loadmaster in arming doors. Upon completion of door arming, additional crewmembers will announce the armed doors (i.e. “4L, 4R”) to the primary Loadmaster over the PA.

4. Forward airstairs AS REQUIRED

5. Offload..... AS REQUIRED

6. Lavatories serviced AS REQUIRED

7. Equipment inventoried COMPLETED

8. Aircraft locked.....CHECKED

AIRCRAFT POWER ON.

The following procedure is accomplished to permit safe application of electrical power.

1. Aircraft formsCHECKED

2. Battery switch.....ON

3. Standby Power selector AUTO

a. MAIN BAT DISCH light..... Illuminated

b. Standby bus OFF light Extinguished

4. Left VHF radio ON

(Left radio is connected to Standby DC Bus).

NOTE: Ensure at least one radio is tuned to ground frequency for fire coverage.

-
5. Hydraulic Electric Pump switches Off
-
6. Position Lights switch ON
-
7. Landing Gear Lever..... DN
-
8. Alternate Flaps selector NORM
-
9. Flap handle and indicators match CONFIRMED
-
10. Electrical Power Establish
-

If external power is desired:

- a. External Power AVAIL light Illuminated
- b. External Power switch Push
-

If APU power is desired:

- a. APU Generator switch ON
- b. APU selector START, Release to ON
-

NOTE: The APU starter duty cycle is a maximum of 3 consecutive starts or attempts within a 60-minute period.

11. Bus Tie switches..... AUTO
-

TRANSFER FROM EXTERNAL TO APU POWER.

After APU is started, before external power is removed.

1. External Power switch..... Push
- a. ON light Extinguished
-

HEATING AND COOLING.

AFTER APU IS STARTED.

1. BLEED AIR panel..... Set
- a. ENGINE bleed air switches ON
- b. OFF lights Illuminated
-

NOTE: If the aircraft exterior is being deiced, the ENGINE bleed air switches must remain OFF until one minute after deicing is completed.

2. APU bleed air switch..... ON
- a. VALVE light..... Extinguished
-

3. ISOLATION switch ON
 - a. VALVE light Extinguished
4. Air conditioning panel Set
 - a. PACK CONTROL selectors AUTO
 - b. PACK OFF lights Extinguished
5. TRIM AIR switch ON
6. RECIRCULATION FAN switches ON
 - a. INOP lights Extinguished
7. FLIGHT DECK and CABIN temperature controls AUTO
 - a. INOP lights Extinguished
 - b. Temperature ADJUSTED

NOTE: Do not adjust pack temp to full cold due to the possibility of freezing the packs.

NOTE: When the airplane is electrically powered for more than 20 minutes on the ground, equipment cooling must be provided as shown below.

94°F to 105°F (34°C to 40°C) One forward and aft entry door on opposite sides open, or at least one A/C pack or equivalent ground cooling operating.

106°F to 120°F (41°C to 49°C) At least one A/C pack or equivalent ground cooling operating.

More than 120°F (49°C) Two A/C packs or equivalent ground cooling operating.

USE OF GROUND AIR CONDITIONING CART.

Before connecting ground air conditioning cart:

1. PACK CONTROL selectors OFF

(This allows cart to operate at maximum efficiency).

After disconnecting ground air conditioning cart:

1. PACK CONTROL selectors AUTO

HEATING AND COOLING (SHUTDOWN).

1. PACK CONTROL selectors OFF

AIRCRAFT POWER OFF.

The following procedures are accomplished to permit removal of electrical power from the airplane.

1. External Power switch..... OFF
2. APU selector..... Off
 - a. APU RUN light..... Extinguished
3. Standby Power selector OFF
4. Battery switch..... OFF

Attachment 5

C-32B AMSS EXPANDED CHECKLIST

PREPARATION FOR FLIGHT.

NOTE: In the interest of operations security, portions of this checklist may be omitted. However, it is the responsibility of the operator to ensure all equipment is operational.

1. Aircraft Status.....CHECKED
2. FCIF, Flight Orders, and Read FileCHECKED
3. Personal/Professional Equipment/Mission Kit..... CHECKED/OBTAINED
4. Mission and Command/Control Frequencies OBTAINED
5. COMSEC RequirementsCHECKED
6. Time Hack OBTAINED
7. Mission Briefing ATTENDED

NOTE: Ensure mission communication tasking does not exceed aircraft capabilities.

INTERIOR POWER OFF.

1. Personal/Professional Equipment/Mission Kit.....STOWED/SECURED
2. Aircraft FormsCHECKED

NOTE: Check with the pilot or maintenance for any discrepancies they may have observed on their exterior inspection concerning the antennas or static dischargers.

CAUTION: Main Equipment Rack will be checked to ensure all required equipment is present and properly connected and obstructions to airflow are cleared.

MAIN DECK EQUIPMENT RACK.**BAY 1.**

- | | |
|--|---------|
| Circuit Breaker Panel (5421-28100-2 Power Panel) | CHECKED |
| HSD #1 Power Switch | OFF |
| HSD #2 Power Switch (As Installed) | OFF |
| Video Switching Unit | CHECKED |
| LAN Switch NO. 1 | CHECKED |

EL 160 Serial Server	CHECKED
LAN Switch NO. 2	CHECKED
CMS/MX Flat-Screen Monitor	CHECKED
UPS/Power Switch.....	OFF
Signal Interface Unit (SIU)/Power Switch	OFF
CMS Power Switch.....	OFF
CMS #1 Hard Drive Switch.....	ON
CMS #2 Hard Drive Switch.....	ON
CMS Power Supply (L & R).....	CHECKED

BAY 2.

Power Control Panel	OFF
Power Control/60Hz	OFF
UPS In/Out Switch.....	IN
CMS In/Out Switch.....	IN
FM Filter In/Out Switch.....	IN
Fail Safe RCU Select Panel (Mission LOS/SATCOM)	OFF
KY-100 Secure Unit	OFF
Fail Safe Interphone Panel No. 1 & 2	CHECKED
Fail Safe OPR 1 & OPR 2 Select Panel.....	CHECKED
Fan Failure Lights	CHECKED
Rack Lights	OFF
VDC-300 Data Controller No. 1-4.....	OFF
ARC-210 RCU LOS/SATCOM	OFF
ARC-210 Red/Black Fill Ports (LOS/SATCOM)	CHECKED
SFX 3700M FAX/Printer No. 1 & 2.....	OFF

BAY 3.

SATCOM No. 5	OFF
SATCOM No. 6	OFF
SATCOM No. 6 Radio Antenna.....	Disconnected
SAT #4/AUX Control Switch.....	SAT #4
INFOTROYER Shredder.....	OFF
Shredder Power Switch.....	RH Door 1 Outlet
NAV/DATA Couplers No 1 & 2	CHECKED
NAV/DATA Converter.....	CHECKED
KIT-1C	CHECKED
Power Divider Assembly	CHECKED
Test Jack Panel Switches	DOWN/OFF

CAUTION: Do not transmit on the SAT 1 radio while the SATCOM RF test jack is in the ENABLED (UP) position. Damage to SAT 1 may occur.

CAUTION: When the test jack is active, damage to the RFD could result if the

FD ARC-210, VHF R, LOS 1, LOS 3 or LOS 7 radio PTT function is activated.

CAUTION: Prior to enabling the UHF/VHF test jacks, notify the pilots that they will be unable to transmit on the FD ARC-210 and the VHF R radios.

OVERHEAD EQUIPMENT BIN (21R).

Aircraft Entertainment System	OFF
Monitor Control Switch	STOWED
5569-28300 Power Panel	CHECKED

POWER ON INSPECTION.

FLIGHTDECK.

1. GPU or APU.....ON/AVAILABLE
2. L & R RECIRC FANON
3. AUX Power SwitchENABLE
4. IMS Switch (As Required)ENABLE
5. IFF (AN/APX-100) AS REQUIRED
 - a. ATC/IFF switch – IFF
 - b. TCAS Reset Switch - Reset
 - c. Mode 4 Caution Light – ON

NOTE: If Mode 4 Caution Light is not lit, zeroize Mode 4 before continuing.

- d. IFF – STANDBY
- e. A Code - Selected

MID-CABIN AREA.

1. SafesOPENED

MAIN DECK EQUIPMENT RACK.

CAUTION: The L & R RECIRC fans are required to be on for cooling of the communications equipment.

CAUTION: Ensure air is flowing from the Gasper Air Tubes located at the bottom of the Main Deck Equipment Rack.

NOTE: Ensure all required mission communication circuit breakers are in.

1. 5421-28100-2 Circuit Breaker Panel.....	CHECKED
2. Power Control Panel.....	ON
3. Power Control/60HZ	ON
4. UPS In/Out Switch	IN
5. CMS In/Out Switch	IN
6. HSD #1 Power Switch.....	ON
7. HSD #2 Power Switch (As Installed).....	ON
8. UPS.....	ON
9. Signal Interface Unit (SIU)	ON
10. CMS Main Power Switch.....	ON
11. CMS #1 Hard Drive Switch	ON
12. CMS #2 Hard Drive Switch	ON
13. Fan Fail Lights.....	Press To Test
14. VDC-300 (4).....	ON/AS REQUIRED

NOTE: Select Position 1 on VDC-300 for the proper CRYPTO

15. RICOH SFX3700M Printer (2) (As Required)	ON/CHECKED
a. Cartridges - Checked	
b. Paper supply – Checked	

NOTE: Prior to logging on to the network, ensure that the servers have booted up from the CMS/MX Flat-Screen Monitor. This process may take a few minutes.

16. Hard Drives (Laptops).....	INSERTED
17. Laptops	ON
18. Log-On to the Network	COMPLETED

NOTE: Verify “Server Service Started” message is displayed.

19. Start CMS Client ProgramCOMPLETED

NOTE: Once the CMS Client is operating, you can configure the Audio Matrix and communications equipment for mission requirements.

20. ARC-210’s (LOS1-8/SAT1-4) SET
a. Operational mode selector – TR

NOTE: Ensure that LOS/SATCOM 6-8 are in LOS mode. When preflighting SATs 1-4 at the ARC-210 Failsafe RCU or the VCPs, step 18d can only be accomplished in the PRST setting.

- b. Frequency mode selector - MAN or PRST
 - c. SQL OFF/ON – On
 - d. Operational mode selector – Test
-

NOTE: If a fault occurs it will display either a Weapons Replaceable Assembly (WRA) or a Shop Replaceable Assembly (SRA) code. A faulty WRA is displayed as a 2-character alpha code on the right side of display. A faulty SRA is displayed as a 3-digit numeric code at the bottom of the display. Refer to the User’s Manual for the breakdown of the faulty codes. The indicator for no faults will be a full bar and GO displayed on the right side.

- e. Operational mode selector – TR
-

21. Black Fill (As Required) LOAD

22. Red Fill (As Required) LOAD

NOTE: Selection of frequencies outside the operating range of the R/T is unauthorized and results in automatic rejection of the selection. The blinking of the last two frequency digits indicates invalid frequencies. The radio R/T remains tuned to the last valid frequency displayed before entering the invalid frequency.

WARNING: Ensure there are no personnel within one (1) foot of operating UHF/VHF antenna.

23. Voice/Data CheckPERFORMED

WARNING: Transmissions on the HF radio will produce RF voltage levels on the outside surface of the aircraft. Coordinate with ground crew members to ensure that there are no personnel within five (5) feet of the aircraft while operating HF.

24. HF 2 (As Required)ON/CHECKED
a. Power switch – USB
b. Frequency – Set

- c. RF SENS – Set
- d. Voice check – Performed

25. KY-100 (As Required)ON/LOAD
- a. Power – On
 - b. CT (L2) – Select
 - c. Loading device (Audio L1) – Connected/On
 - d. INIT button – Pressed twice (if using DTD press Send)
 - e. PASS – Displayed
 - f. Loading device – Off/Disconnected

For second Key (as required): Keep loading device OFF/connected and continue.

- g. OFL (L4) – Selected
- h. Up arrow – Pressed
- i. “KEY OPS” – Displayed
- j. INIT – Pressed
- k. “Load Key” – Displayed
- l. INIT – Pressed
- m. “Load 1” – Displayed
- n. Up Arrow (To Select load position) – Pressed
- o. Loading Device – Connection/On
- p. INIT – Pressed (Load and key selection will blink)
- q. INIT – Pressed (If using DTD press send) KY will momentarily show key when it receives the key
- r. Loading Device – Off/Disconnected
- s. CT (L2) - Selected

26. KIT-1C (As Required)..... LOAD
- a. KYK – OFF
 - b. KYK – Connected
 - c. KYK First Crypto Position – Selected
 - d. KYK – ON
 - (1) RED LED on KYK will flash
 - (2) KYK – OFF
 - e. Second Crypto Position – Selected
 - f. KYK – ON
 - (1) RED LED will flash on KYK
 - (2) GREEN LED will flash on KIT-1C
 - g. KYK – OFF

NOTE: To retain the codes in the KIT-1C, the MODE 4 code switch must be activated to the HOLD position a minimum of 15 seconds prior to the removal of power from the airplane.

27. IFF Caution Light (Flight Deck) (As Required)EXTINGUISHED

28. IFF/ATC Switch (Flight Deck) (As Required).....ATC

29. TCAS Reset Switch (Flight Deck) (As Required)Reset

30. Master IFF Switch (Flight Deck) (As Required)..... OFF

31. INMARSAT System (As Required).....ON/CHECKED

NOTE: The AMSS is responsible to ensure that all STU –III/STE and their respective keys are checked prior to departure on any mission.

32. SeatCHECKED

WARNING: Ensure that your seat will lock in the upright position and that your seatbelt will lock, properly adjust, and release.

33. Unit Carry-On Communications Equipment (As Required).....CHECKED

34. Unnecessary Equipment OFF

BEFORE ENGINE START.

NOTE: Aircraft interphone should be monitored from the “BEFORE ENGINE START CHECKLIST” through the completion of the “AFTER LANDING CHECKLIST”.

CAUTION: With the Uninterruptible Power Supply (UPS) on, the CMS chassis, the Serial Server, the Signal Interface Unit (SIU), both LAN Switches, and the CMS/MX Flat-Screen monitor can remain powered during engine start and power transfer. You have 10 minutes, but after 4 minutes the CMS will initiate an automatic shutdown, if power is not restored to the equipment rack.

NOTE: All problems will be brought to the attention of the PIC as soon as possible to prevent a delayed departure.

NOTE: Steps 1 - 3 need to be completed when no loadmaster is onboard.

1. Airstairs (As Required) SECURED

2. DoorsCLOSED

3. Escape Slides ARMED

a. Girt bar indicator light – On

b. Knuckle Buster – Exposed

c. Slide pressure gauge – Checked

d. Survival kit attachment ring – Exposed

4. Radio LogINITIATED

BEFORE TAXI.

1. Video Monitors.....STOWED

2. Equipment Rack DoorsCLOSED

3. Interphone and Primary RadiosMONITORED

BEFORE TAKEOFF.

1. Seatbelt FASTENED

WARNING: Seatbelts will be fastened for all takeoff and landings.

AFTER TAKEOFF.

1. Communications (As required)MAINTAINED

2. Radio LogMAINTAINED

3. Video Monitors (As Required)..... VIEW/STOWED

DESCENT/APPROACH - BEFORE LANDING.

1. Video Monitors.....STOWED

2. Equipment Rack DoorsCLOSED

3. Seatbelt FASTENED

WARNING: Seatbelts will be fastened for all takeoff and landings

AFTER LANDING.

1. Mission Reports (As Required)PASSED

2. Unnecessary Equipment (As Required)OFF/ZEROIZED

NOTE: All radios or equipment not in use should be turned off and all CRYPTO should be zeroized and checked to ensure no codes are retained.

3. Radio LogCLOSED

NOTE: Steps 4 - 6 will be completed when no loadmaster is onboard.

- | | |
|-----------------------------------|----------|
| 4. Escape Slide | DISARMED |
| a. Girt bar indicator light – OFF | |
| b. Disarmed flag - Displayed | |
| c. Knuckle Buster – Retracted | |
| 5. Doors | OPENED |
| 6. Airstairs (As Required) | DEPLOYED |
-

TERMINATING FLIGHT.

- | | |
|--|---------------|
| 1. Communications Equipment (VCPs) | CLEARED/OFF |
| 2. CMS Servers..... | SHUTDOWN |
| 3. Laptops | SHUTDOWN |
| 4. RICOH SFX3700M Printer (2) | OFF/SANITIZED |
| 5. VDC-300 (1-4) | OFF |
| 6. KY-100 | ZEROIZED/OFF |
| 7. INFOTROYER Shredder | OFF/SANITIZED |
| 8. KIT-1C | ZEROIZED |
-

NOTE: You must ensure that the IFF codes are zeroized either by the KIT-1C or the AN/APX-100 at the end of the day or flight.

- | | |
|-----------------------|-----|
| 9. HSD #1 Power..... | OFF |
| 10. HSD #2 Power..... | OFF |
-

NOTE: Prior to turning off the CMS, check the CMS/MX flat-screen monitor and ensure that CMS #1 and CMS #2 have properly shutdown.

- | | |
|--------------------------------------|--------|
| 11. CMS/MX Flat-Screen Monitor | STOWED |
| 12. CMS Power Switch | OFF |
| 13. SIU..... | OFF |

14. UPS.....	OFF
15. CMS.....	IN
16. UPS.....	IN
17. Power Control/60Hz.....	OFF
18. Power Control.....	OFF
19. Aircraft Entertainment System.....	OFF
20. Laptop Computers	OFF/STOWED
21. PDAs	OFF/STOWED
NOTE: Reset the PDAs prior to stowing to ensure no mission data is left in the CMS Audio program.	
22. Unit Carry-On Communications Equipment.....	STOWED
23. Mission Equipment Inventory	ACCOMPLISHED
24. Security Check	AREA SECURED
25. Safes	LOCKED
26. Equipment Rack Doors (As Required).....	CLOSED/LOCKED
27. Maintenance Discrepancies	ANNOTATED

Attachment 6**CABIN CREW EMERGENCY/CRITICAL ACTIONS AND CREW EGRESS PROCEDURES****A6.1. Cabin Crew Emergency/Critical Actions:**

A6.2. General. Procedures outlined in this attachment apply to all crew members aft of the cockpit. Specifically these procedures are designed for the loadmasters and AMSS positions. These procedures are essential for emergency action and have been developed and coordinated for use with all cabin duty positions.

A6.3. Emergency Procedures: [Figure A6.1](#) Evacuation Commands and Procedures.**EVACUATION COMMANDS AND PROCEDURES DITCHING**

“STAY IN YOUR SEATS, LIFEVEST UNDER YOUR SEATS, PUT THEM ON; DO NOT INFLATE” – DON LIFEVEST

“BEND OVER/HEADS DOWN”- TAKE PROTECTIVE POSITION

“RELEASE SEATBELTS, COME THIS WAY”- RELEASE YOUR SEATBELT, TURN ON EMERGENCY LIGHTS, ASSESS CONDITIONS, REDIRECT IF BLOCKED

“STOP, STAND BACK”- OPEN EXIT, ENSURE SLIDE INFLATES PROPERLY, TAKE PROTECTIVE POSITION

“INFLATE LIFEVEST AS YOU EXIT”- EXIT AFTER LAST PASSENGER, INFLATE LIFEVEST

NOTE: The sequence of the above emergency procedures may be altered depending on the nature of the emergency. Crew members must maintain situational awareness to adequately and successfully execute their duties.

EVACUATION COMMANDS AND PROCEDURES CRASH LANDING**“BEND OVER/HEADS DOWN”- TAKE PROTECTIVE POSITION****“RELEASE SEATBELTS, COME THIS WAY”- RELEASE YOUR SEATBELT, TURN ON EMERGENCY LIGHTS, ASSESS CONDITIONS, REDIRECT IF BLOCKED****“STOP, STAND BACK”- OPEN EXIT, ENSURE SLIDE INFLATES PROPERLY, TAKE PROTECTIVE POSITION****“YOU AND YOU, STAND AT THE BOTTOM AND PULL PEOPLE OFF.”- ASSESS EVACUATION****“JUMP, JUMP”- EXIT AFTER LAST PASSENGER**

NOTE: The sequence of the above emergency procedures may be altered depending on the nature of the emergency. Crew members must maintain situational awareness to adequately and successfully execute their duties.

A6.4. CRITICAL ACTION PROCEDURES (CAPS): A.6.4.1. General. A crew member detecting an existing or impending condition requiring the use of Critical Action Procedures will inform the PIC time permitting. If time is critical, the responsible crew member will perform the procedure and advise the PIC of completion and status.

Table A6.1. CRITICAL ACTION PROCEDURES

FIRE/SMOKE INSIDE IN-FLIGHT			
1. FIGHT FIRE - PROTECTIVE EQUIPMENT AS REQUIRED			
2. NOTIFY CREW			
FIRE/SMOKE INSIDE ON THE GROUND			
1. FIGHT FIRE - PROTECTIVE EQUIPMENT AS REQUIRED			
2. NOTIFY CREW			
3. DEPLANE OR EVACUATE IF NECESSARY			
FIRE OUTSIDE			
1. NOTIFY CREW			
RAPID DECOMPRESSION			
1. OXYGEN ON			
2. SIT DOWN/HOLD ON			
3. ASSIST PASSENGERS			
APU FIRE			
1. APU FIRE SWITCH - PULL, ROTATE, AND HOLD			

A6.5. Ditching and Crash Landing:

A6.5.1. Prior to manning egress station, zeroize and destroy all remaining crypto and COMSEC equipment and material. Maintain communication with cockpit and command and control authorities (if possible).

A6.5.2. Time, location, and situation dictating, all crypto and COMSEC equipment and material may have to be zeroized and secured or even destroyed by burning, shredding, smashing or jettisoning. Maintain only what is required for the emergency. Classified papers may also have to be destroyed.

Table A6.2. Ground Egress/Ditching Chart (C-32B).

CREW MEMBER		GROUND EGRESS STATION	EGRESS EXIT / SLIDE ASSIGNED
	PROVIDES		
A/C	Flashlight	A/C Seat	#4R Slide

CP	Flashlight, First Aid Kit (cockpit), Crash Axe, Life Raft Accessory Kit	CP Seat	#1L Slide
ACM	Flashlight, Life Raft Accessory Kit	Jump Seat	#2L Slide
Primary LM	Flashlight, First Aid Kit (Bin 1L), Megaphone, Life Raft Accessory Kit, Unit Accessory Kit, Desalinization Pump, ELT	1R Jump Seat	#1R Slide
Secondary LM	Flashlight, First Aid Kit (Bin 7R), Life Raft Accessory Kit	w/AMSS	#2R Slide
		2R Jump Seat w/o AMSS	
		4L Jump Seat	#4L Slide
Primary AMSS	Flashlight, Life Raft Accessory Kit	Assigned AMSS seat	#4R Slide
Secondary AMSS	Flashlight, First Aid Kit (Bin 17L), megaphone, Life Raft Accessory Kit, Unit Accessory Kit	4L Jump Seat	#4L Slide

WARNING: Fuselage doors are considered primary escape routes in an emergency landing. Cockpit windows, door exits 3L/3R are secondary routes for crash landing/ditching. In all cases, carefully assess the conditions.

WARNING: If the evacuation signal is not given from the cockpit and the cabin crew needs to initiate the evacuation; the Alert button on the phone handset must be depressed, letting the cockpit know that an evacuation is taking place. When possible, notify the cockpit by the use of the interphone headset, telephone handset, or megaphone prior to initiating an evacuation. Turn on the emergency exit light switch at each evacuation station.

WARNING: All additional crew members/able bodied helpers will receive a thorough briefing as to the duties to be performed if any, during an evacuation. If time permits, consideration should be given to obtain additional survival items (i.e., food, water, etc.)

WARNING: Exits not covered in this chart due to crew size will be delegated to able-bodied helpers.

WARNING: The PIC will sweep the cabin from the front to rear ensuring all passengers have evacuated and should then exit through the right aft entry door (4R) if possible.

WARNING: If assigned exits are blocked and all passenger assistance has been rendered, leave the aircraft by any suitable exit.

WARNING: The term “**EGRESS**” requires deployment/use of aircraft airstairs egressing to a predetermined rally point. The term “**EVACUATION**” requires immediate deployment and use of slide/raft, evacuating to a predetermined rally point. In either case, the PIC or designated representative will ensure all crew and passengers are accounted for.

NOTE: Prior to the last able bodied crew member departing the aircraft, ensure all crew members are capable of egressing.

Attachment 7

C-32B PLANNED CRASH LANDING CHECKLIST

NOTE: The primary loadmaster assumes responsibility for the execution of this checklist. The primary loadmaster will delegate portions of this checklist to other CEAs to be run simultaneously, and then will be briefed upon completion. All crew members must maintain situational awareness to adequately and successfully execute their duties.

-
1. Cockpit Informs Primary Loadmaster BRIEFED
 - a. Nature of Emergency.
 - b. Time Available.
 - c. Special Instructions.
 - d. Signal to remain seated.
 - e. Bracing signal.
-

NOTE: Bracing Signals: 1,500' AGL: "Prepare for Landing"
250' AGL: "Brace for Impact"

2. Primary Loadmaster Informs All Crew members BRIEFED
-

Obtain Attachment 8; C-32B PLANNED CRASH LANDING CHECKLIST

-
3. Lights to Bright SET (LM)
 4. Public Address Announcement BRIEFED (LM)
-

Refer to A10.1. C-32B PLANNED CRASH LANDING BRIEFING (PA)

WARNING: If public address is inoperative use a megaphone.

5. Ensure All Exits Armed/Exits Unobstructed..... (CEA)
 6. Secure Cabin/Collect and Stow Loose Items CHECKED
 - a. Clear cabin of loose items.
 - b. Secure galleys/cabin dividers.
 - c. Lock lavatory doors.
 - d. Gather loose items from passengers.
 - e. Primary loadmaster collects items from cockpit.
-

7. Reseat/Brief Assistants COMPLETE (CEA)
-

Refer to A10.1.1. C-32 CRASH LANDING DOOR EXIT BRIEFING POINTS

8. Passengers Evacuation Procedures.....CHECKED (CEA)

Each respective crew position should ask questions aloud on the following areas:

- a. Show me your bracing position.
 - b. Where is your closest exit?
 - c. When will you evacuate?
 - d. Where will you go after exiting the aircraft?
 - e. Assign passengers to assist with disabled/injured.
-

9. Checklist.....COMPLETE (CEA)

All crew members will advise primary LM when checklist is complete. Primary loadmaster will advise cockpit when checklist is complete.

10. 1,500' AGL.**"PREPARE FOR LANDING"** (PNF)

All crew members make compliance check and occupy assigned seat/jump seat.

11. 250' AGL **"BRACE FOR IMPACT"** (PNF)

- a. Primary crew members repeat, if necessary.
 - b. Primary crew members assume crash position at designated exit.
 - c. All crew members remain seated until aircraft comes to a complete stop.
-

12. On the Ground:

If Evacuation is required.....**"EVACUATE, EVACUATE, EVACUATE"** (PNF)If evacuation is not required.....**"REMAIN SEATED, REMAIN SEATED"**
(PNF)

If designated signal given from cockpit evacuate the aircraft.

Attachment 8

C-32B PLANNED DITCHING CHECKLIST

NOTE: The primary loadmaster assumes responsibility for the execution of this checklist. The primary loadmaster will delegate portions of this checklist to other CEAs to be run simultaneously, and then will be briefed upon completion. All crew members must maintain situational awareness to adequately and successfully execute their duties.

1. Cockpit Informs Primary Loadmaster BRIEFED
 - a. Nature of Emergency. _____
 - b. Time Available. _____
 - c. Special Instructions. _____
 - d. Bracing signal. _____

NOTE: Bracing Signals: 1,500' AGL: "Prepare for Landing"
 250' AGL: "Brace for Impact"

2. Lights To Bright SET (LM)
 3. Primary Loadmaster Informs All Crew members BRIEFED
-

Obtain Attachment 9; C-32B PLANNED DITCHING CHECKLIST.

4. Public Address Announcement BRIEFED (LM)
- A10.2. C-32B PLANNED DITCHING BRIEFING** (PA)

WARNING: If public address is inoperative use a megaphone.

5. Ensure All Exits Armed/Exits Unobstructed.....(CEA)
6. Secure Cabin/Collect and Stow Loose ItemsCHECKED
 - a. Clear cabin of loose items. _____
 - b. Secure galleys/cabin dividers. _____
 - c. Lock lavatory doors. _____
 - d. Gather loose items from passengers. _____
 - e. Primary loadmaster collects items from cockpit. _____
 - f. Obtain survival kits, preposition to evacuation exit and attach to o-ring on bustle. _____

7. Reseat/Brief Assistants.....COMPLETE (CEA)
-

Refer to A10.2.1. C-32B PLANNED DITCHING BRIEFING.

8. Passengers Evacuation Procedures.....CHECKED (CEA)

Each respective crew position should ask questions aloud on the following areas:

- a. Show me your bracing position
- b. Where is your closest exit/raft?
- c. When will you evacuate?
- d. Where will you go after exiting the aircraft?
- e. When will you inflate your vest?
- f. Assign passengers to assist with disabled/injured.

9. ChecklistCOMPLETE (CEA)

All crew members will advise primary LM when checklist is complete. Primary loadmaster will advise cockpit when checklist is complete.

10. 1,500' AGL**"PREPARE FOR LANDING"** (PNF)

Primary loadmaster makes announcement. All crew members make compliance check and occupy assigned seat/jump seat.

11. 250' AGL**"BRACE FOR IMPACT"** (PNF)

- a. Primary crew members repeat, if necessary.
 - b. Primary crew members assume crash position at designated exit.
 - c. All crew members remain seated until aircraft comes to a complete stop.
-

12. Command Evacuation**"EVACUATE, EVACUATE, EVACUATE"** (PNF)

Command evacuation when the aircraft comes to a complete stop.

Attachment 9**C-32B PLANNED CRASH LANDING/PLANNED DITCHING BRIEFING GUIDE**

A9.1. C-32B PLANNED CRASH LANDING BRIEFING (PA). The PIC has informed me that it may be necessary to evacuate the aircraft. The following information we will give you is to prepare you for a safe and orderly evacuation of the aircraft.

Please direct your attention to the aircrew members in the aisles.

Fasten your seatbelts (low and tight). Place your tray tables and seat backs to their upright position, and ensure all carry-on items are properly stored (under seat or in overhead bins).

PAUSE

There are two doors in the forward cabin, two doors in the mid cabin, two doors aft of the lavatories and two doors in the rear of the cabin. Please take a moment and determine the closest exit to you.

PAUSE

All main doors are equipped with an escape slide.

PAUSE

Just prior to touchdown, you will be instructed to “brace”.

To brace, sit back as far as you can in your seat.

Ensure your seatbelt is low and tight around your waist.

Bend as far forward as possible and grab your ankles or cross your wrists and place your forehead on the seatback of the seat in front of you.

PAUSE

You must stay in the brace position until the aircraft comes to a complete stop.

Once the aircraft comes to a complete stop, follow the instructions of the crew members. Release your seatbelts and move to the nearest available exit.

DO NOT take anything with you.

At the door, jump into the slide feet first in the sitting position.

At the bottom of the slide, quickly move away from the aircraft.

At this time, remove all sharp objects for collection by a crew member.

PAUSE

At this time locate the briefing card that is in the seat pocket in front of you and familiarize yourself with exit locations and operating instructions. Crew members will be available to answer any questions.

A9.1.1. C-32 CRASH LANDING DOOR EXIT BRIEFING POINTS. DO: Take both assistants to the door you are responsible for briefing.

SAY: “I NEED YOUR ASSISTANCE IN THE EVENT WE NEED TO EVACUATE. BOTH OF YOU COME TO THIS EXIT WHEN”:

THE AIRCRAFT COMES TO A COMPLETE STOP AND YOU HEAR THE COMMAND “RELEASE SEATBELTS, COME THIS WAY”.

WHEN YOU GET TO THIS EXIT, I WANT YOU TO HOLD THE PEOPLE BACK.

DO: Position assistants to hold their arms up with their backs to the flow of traffic

SAY: I WILL OPEN THE DOOR AND INFLATE THE RAFT, AND ENSURE THE RAFT INFLATES, BOTH OF YOU WILL:

DO: Show the briefing card.

SAY: JUMP INTO THE SLIDE, STAY AT THE BOTTOM OF THE SLIDE, PULL PEOPLE OFF AND SEND THEM AWAY FROM THE AIRCRAFT.

ASK: Ask each assistant.

Q: WHEN WILL YOU COME TO THIS EXIT?

A: When the aircraft comes to a complete stop and you hear the command: “**RELEASE SEATBELTS, COME THIS WAY**”.

Q: WHAT WILL BOTH OF YOU DO WHILE I OPEN THE EXIT?

A: Hold the people back.

Q: AFTER THE DOOR IS OPEN AND THE SLIDE INFLATES, WHAT DO YOU DO NEXT?

A: Jump into the slide, stay at the bottom of the slide, pull people off and send them away from the aircraft.

SAY: To the first assistant:

IF I AM UNABLE TO OPEN THIS EXIT, YOU WILL OPEN THIS EXIT AND COMMAND THE EVACUATION. FIRST, YOU MUST LOOK FOR FIRE OUTSIDE THE AIRCRAFT. IF YOU SEE FIRE, DO NOT OPEN THIS DOOR. BOTH OF YOU GO TO THE NEAREST EXIT AND GET OUT.

IF YOU DO NOT SEE FIRE, OPEN THE DOOR BY:

DO: Show door handle.

SAY: ROTATE HANDLE IN THE DIRECTION OF THE ARROW. ENSURE DOOR IS COMPLETELY OPEN AND PULL RED LOOP HANDLE AT THE BOTTOM OF THE DOORSILL.

DO: Show briefing card.

SAY: AFTER THE SLIDE INFLATES, STAND HERE

DO: Place assistance in protective position.

SAY: REPEAT THE COMMAND, “**JUMP**”, WHEN THE AREA IS CLEAR, YOU LEAVE THE AIRCRAFT.

ASK:

Q: IF I’M NOT ABLE TO OPEN THIS DOOR, WHAT WILL YOU DO?

A: Open the door and command the evacuation.

Q: WHAT MUST YOU LOOK FOR OUTSIDE THE AIRCRAFT BEFORE YOU OPEN THE DOOR?

A: Fire

Q: IF THERE IS FIRE, WHAT WILL YOU BOTH DO?

A: Go to the nearest exit and get out.

Q: IF YOU DO NOT SEE FIRE, HOW WILL YOU OPEN THIS DOOR?

A: Rotate handle in the direction of the arrow, ensure the door is fully open and pull the red loop handle to inflate the slide.

Q: WHERE WILL STAND AFTER THE SLIDE INFLATES?

A: Show “protective position”

Q: WHAT COMMAND WILL YOU CONTINUE TO SHOUT?

A: “JUMP”

ASK: The second assistant

Q: WHAT WILL YOU DO WHILE THE DOOR IS BEING OPEN?

A: Hold the people back.

Q: WHAT WILL YOU DO AT THE BOTTOM OF THE SLIDE?

A: Pull the people off and send them away.

DO: Reseat assistants close to assigned door.

RETURN TO STEP 8 ON THE PLANNED CRASH LANDING CHECKLIST

A9.2. C-32B PLANNED DITCHING BRIEFING (PA). The PIC has informed me that it may be necessary to ditch the aircraft. The following information we will give you is to prepare you for a safe and orderly evacuation of the aircraft.

Please direct your attention to the aircrew members in the aisles.

Fasten your seatbelts (low and tight). Place your tray tables and seat backs to their upright position, and ensure all carry-on items are properly stored (under seat or in overhead bins).

Remove your lifevest from underneath your seat.

PAUSE

Place the vest over your head and wrap the strap over your waist. Attach the buckle into the fitting and pull the loose end tight around your waist.

DO NOT inflate your vest at this time.

After exiting the aircraft, pull down on the red tabs to inflate the vest. If the vest does not inflate, it can be orally inflated using the tubes located at each shoulder.

PAUSE

DO NOT inflate the vest until after you have left the aircraft.

There are two doors in the forward cabin, two doors in the mid cabin and two doors in the aft cabin. Each door is equipped with a slide/life raft. Please take a moment and determine the exit closest to you.

PAUSE

Just prior to touchdown, you will be instructed to “brace”.

To brace, sit back as far as you can in your seat.

Ensure your seatbelt is low and tight around your waist.

Bend as far forward as possible and grab your ankles or cross your wrists and place your forehead on the seatback of the seat in front of you.

PAUSE

You must stay in the brace position until the aircraft comes to a complete stop.

Once the aircraft comes to a complete stop, follow the instructions of the crew members. Release your seatbelts and move to the nearest exit.

DO NOT take anything with you.

At this time, remove all sharp objects for collection by another crew member.

PAUSE

At this time locate the briefing card that is in the seat pocket in front of you and familiarize yourself with exit locations and operating instructions. Crew members will be available to answer any questions.

A9.2.1. C-32B DITCHING DOOR EXIT BRIEFING POINTS

DO: Take both assistants to the door you are responsible for briefing.

SAY: I NEED YOUR ASSISTANCE IN THE EVENT WE NEED TO EVACUATE.

BOTH OF YOU COME TO THIS EXIT WHEN:

-The aircraft comes to a complete stop and you hear the command **“RELEASE YOUR SEATBELTS, COME THIS WAY”**.

WHEN YOU GET TO THIS EXIT, I WANT YOU TO KEEP THE PEOPLE BACK.

DO: Position assistants to hold their arms up with their backs to the flow of traffic.

SAY: I WILL OPEN THE DOOR AND INFLATE THE SLIDE RAFT. AFTER THE SLIDE RAFT INFLATES, BOTH OF YOU WILL:

DO: Show the briefing card.

SAY: INFLATE YOUR VESTS, WALK TO THE END OF THE RAFT AND SIT DOWN ON THE FLOOR. ENSURE THE PASSENGERS INFLATE THEIR VESTS AND SIT DOWN ON THE FLOOR.

ENSURE BOTH SIDES OF THE RAFT ARE USED.

DO: Show the briefing card.

SAY: IF SITTING ROOM ON THE SLIDE OF THE RAFT IS UNAVAILABLE, PLACE REMAINING PASSENGERS IN THE CENTER OF RAFT.

ASK: Ask each assistant.

Q: WHEN WILL YOU COME TO THIS EXIT?

A: When the aircraft comes to a complete stop and you hear the command, “**RELEASE SEATBELTS, COME THIS WAY**”.

Q: WHAT WILL BOTH OF YOU DO WHILE I OPEN THE EXIT?

A: Keep the people back.

Q: AFTER THE DOOR IS OPEN AND THE SLIDE RAFT INFLATES, WHAT DO YOU DO NEXT?

A: Inflate vest, walk to the end of the raft and sit down.

Q: WHAT WILL YOU ENSURE THE PASSENGERS DO TO THEIR VESTS.

A: Inflate them.

Q: IF SITTING ROOM ON THE SLIDE OF THE RAFT IS UNAVAILABLE, WHERE WILL YOU SEAT THE PASSENGERS?

A: In the center of the raft.

SAY: To the first assistant

IF I AM UNABLE TO OPEN THIS EXIT, YOU WILL OPEN THIS EXIT AND COMMAND THE EVACUATION. FIRST, YOU MUST LOOK FOR WATER.

DO: IF YOU DO NOT SEE WATER ENTERING THROUGH THE BOTTOM OF THE DOOR SEAL, OPEN THE DOOR BY:

SAY: IF THERE IS WATER, DO NOT OPEN THIS DOOR. BOTH OF YOU GO TO THE NEAREST EXIT AND GET OUT.

IF THERE IS NO WATER, OPEN THIS EXIT.

SAY: ROTATE HANDLE IN THE DIRECTION OF THE ARROW. ENSURE DOOR IS COMPLETELY OPEN AND PULL RED LOOP HANDLE AT THE BOTTOM OF THE DOORSILL.

DO: Show briefing card.

SAY: AFTER THE SLIDE RAFT INFLATES, EVACUATE THE AIRCRAFT UNTIL YOUR AREA IS CLEAR OR THE RAFT IS FULL. THEN INFLATE YOUR VEST AND GET INTO RAFT. IF THERE IS NO CREW MEMBER IN THE RAFT, DETACH THE RAFT FROM THE AIRCRAFT BY:

DO: Show briefing card.

SAY: LIFT FLAP LOCATED HERE. PULL LOOP UNDER FLAP. CUT CORD WITH RAFT KNIFE, KNIFE IS LOCATED HERE.

DO: Show knife location on briefing card.

SAY: To the second assistant.

YOU DO AS INSTRUCTED EARLIER.

ASK: The first assistant.

Q: WHAT WILL YOU LOOK FOR BEFORE OPENING THE DOOR?

A: Water

Q: IF THERE IS WATER, WHAT WILL BOTH OF YOU DO?

A: Go to the nearest exit and get out.

Q: IF YOU DO NOT SEE WATER, HOW WILL YOU OPEN THIS DOOR?

A: Rotate handle in the direction of the arrow. Ensure door is completely open and pull red loop handle at the bottom of the doorsill.

Q: IF A CREW MEMBER IS NOT ONBOARD THE RAFT, WHAT WILL YOU DO?

A: Lift the flap, pull the loop and cut the cord.

ASK: The second assistant.

Q: WHAT WILL YOU DO WHILE THE DOOR IS BEING OPENED?

A: Arms up and position back to the flow of traffic.

DO: Position assistants near exit.

RETURN TO STEP 8 ON THE PLANNED DITCHING CHECKLIST

Attachment 10

LOADMASTER/AMSS BRIEFING GUIDES

PASSENGER BRIEFING

NOTE: This briefing may be given verbally (P.A.) or with the use of the aircraft video system.

DEPARTURE BRIEFING

1. “May I have your attention please. Welcome aboard (Call Sign). The flying time to (Destination) is (Duration).”

2. “At this time please ensure all carry-on baggage is stowed in an overhead bin or underneath the seat in front of you. Please take your seats, ensure your seat belt is securely fastened, your tray table or table leaf is stowed and your seat back is in the full upright position.”

3. “Our aircraft is pressurized. Should the loss of pressure occur, oxygen masks will drop from a panel above you. Pull the mask towards you to start the flow of oxygen. Place the mask over your nose and mouth and place the retainer band around your head; pull on the tabs to tighten. The bag will not inflate but oxygen will be flowing so breath normally. Ensure you put on your own mask before helping others.”

4. “Emergency exits are located throughout the aircraft. Please familiarize yourself with the exit nearest to you, remember the nearest exit may be behind you.”

5. (OVERWATER ONLY) “Because our route takes us overwater, a life vest is located under your seat. To use the life vest open the package and place the life vest over your head, connect the two straps from around your back to the ring in front, tighten by pulling on the loose ends. Do not inflate the life vest until you have exited the aircraft. To inflate pull on the two red inflation handles, if the vest fails to inflate you can inflate it by using the manual inflation tubes. Your seat cushions can also be used as a flotation device.”

6. “Please do not sit or place your feet on the chair armrests. They are not stressed to hold any weight. As with all flights there is no smoking aboard this aircraft.”

7. “At this time please turn off all cell phones, personal laptop computers and other electronic devices. After takeoff you will be advised when it is acceptable to turn on your personal laptop computers.”

8. “Throughout the flight please comply with the instructions of the passenger advisory signs located forward and above your head. If there are any questions concerning the flight please do not hesitate to ask. Thank you.”

AFTER TAKEOFF BRIEFING

Upon notification by the pilot or when the FASTEN SEAT BELT sign has been extinguished.

“May I have your attention please? The pilot has turned off the FASTEN SEAT BELT sign. At this time, movement within the cabin is permitted. However, while seated we recommend that your seat belt be loosely fastened. The use of personal laptops and other approved electronic devices is now permitted. Thank you.”

FASTEN SEAT BELT SIGN COMES ON DURING FLIGHT

“May I have your attention please? The pilot has turned on the fasten seatbelt sign, at this time please take your seats and fasten your seat belts until further advised. Thank you.”

IN-FLIGHT REFUELING BRIEFING

NOTE: This briefing will be given when the rendezvous checklist is initiated.

“May I have your attention please? We are about to commence aerial refueling operations. Please take your seats and fasten your seatbelt until further advised. During this time, it is normal to experience turbulence, as might be expected in rough weather. Thank you”

NOTE: When challenged during the rendezvous checklist the “CABIN SECURE” call will be given.

PRE-ARRIVAL BRIEFING

NOTE: This briefing will be given in two parts. Acquire current local time, landing time, and weather from the AMSS or pilots prior to this brief.

The first part will be given when the FASTEN SEAT BELT sign illuminates for initial decent. Ensure all passengers are awake prior to giving this part of the briefing.

Part 1. “May I have your attention please? We have started our decent for landing at (Destination), we will be landing at approximately (Land Time in local and Z). The current temperature is ____, and the weather is ____.(dry, raining). At this time, please ensure all carryon baggage that has been taken out during the flight is stowed in an overhead bin or under the seat in front of you, take your seats, and fasten your seat belt. Thank you.”

NOTE: This portion of the brief will be given when the landing gear is lowered.

Part 2. May I have your attention please? We have started our decent for landing at (Destination), we will be landing at approximately (Land Time in local & Z). The current temperature is (Degrees), and the weather is (dry, raining). At this time please ensure all carryon baggage that has been taken out during flight is stowed in an overhead bin or underneath the seat in front of you. Please take your seats and keep your seat belt securely

fastened for the remainder of the flight. Also, please turn off and stow personal laptop computers and other electronic devices that were used during the flight. Thank you.”

AFTER LANDING BRIEFING

NOTE: This portion of the brief will be given once the aircraft is clear of the runway.

“Please remain seated until the aircraft has come to a complete stop and the pilot has turned off the FASTEN SEAT BELT sign. Please be careful opening the overhead bins because items may have shifted during the landing. Thank you.”

ACM BRIEFING GUIDE

The PIC or his representative will brief all ACMs covering emergency procedures, emergency exits, and assistance required during emergency conditions. The extent of the briefing will be commensurate with the qualification of the ACM in that design aircraft.

1. Route of flight, ETE, altitude, enroute and destination weather, cargo, aircrew training and evaluation requirements.

2. Seat assignment (seat for planned crash landing and ditching, use of the seat belts, safety observer duties, use of oxygen system, mask, and interphone).

3. Emergency procedures.
 - a. Emergency signals.

 - b. Emergency exits.

 - c. Rapid decompression.

 - d. Location and use of emergency and survival equipment.

 - e. Assistance required during emergency conditions.

4. Crew rest.

5. airsickness and location of lavatories.

6. Aircraft cleanliness.

**BY ORDER OF THE COMMANDER
AIR FORCE SPECIAL OPERATIONS COMMAND**

**AFI 11-2C-32B, Vol 3, CL-1
26 August 2011
*Flying Operations***

FLIGHT CREW CHECKLIST

C-32B FLIGHT CREW CHECKLIST

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This checklist establishes procedures for the operation of C-32B aircraft. This checklist is applicable to all subordinate AFSOC flying units, AFSOC-gained ANG flying units and AFRC units under AFSOC oversight that operate the C-32B aircraft. This checklist complements AFI 11-2C-32B Volume 3, *Operations Procedures*, and is printed on standard 8 1/2" x 11" bond paper then trimmed to a unique size 4 1/2" x 6 1/2" that will fit the standard plastic aircrew checklist binders. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, Management of records, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>.

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FLIGHT BRIEFING GUIDE

1. ROLL CALL & TIME HACK

2. DESCRIPTION AND PURPOSE OF MISSION

- a. Type of training - upgrade, proficiency, evaluation, etc.
- b. Overall training objectives.
- c. Training requirements for individual crew members.

3. GO/NO-GO ITEMS

- a. DNIF status.
- b. Grounding Items.
- c. Crew duty time.
- d. Currency status.

4. MISSION REQUIREMENTS

- a. Aircraft number/call sign.

- b. Aircraft status, fuel load, station/departure time, mission duration.

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- c. Personal equipment, FCIF/Readfile, publication currency and meals.
- d. Weather.
- e. AHAS/BASH.
- f. General mission profile, air work, airfields.

5. IN-FLIGHT DUTIES

- a. Radio discipline, outside vigilance, TCAS
- b. Jumpseat duties.
- c. Sabotage and stowaway checks, anti-hijacking, aircraft security.

6. CREW COORDINATION

- a. Instructor and student responsibility.
- b. Simulated emergency procedures.
- c. Touch-and-go landing procedures.

7. AERIAL REFUELING (as applicable)

- a. Tanker(s) Call sign/type.

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- b. Track information, altitudes, type of rendezvous,

ARCT/RZCT, & EMCOM level.

- c. Communications plan.
- d. Fuel onload.
- e. Missed AR plan.
- f. Emergency procedures.

8. GROUND EMERGENCIES

- a. POB.
- b. Egress Signals.
- c. Primary Exits.
- d. Rally Point.

9. RISK MANAGEMENT

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C-32B ABBREVIATED AAR CHECKLIST

This checklist complements AFI 11-2C-32BV3. Carry this information in the USAF flight crew checklist. Additional notes and supplemental information may be added IAW current instructions.

Refer to Volume 3 for amplified procedures and procedures for submitting recommended changes.

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N-6**26 August 2011****AFI 11-2C-32B, Vol 3, CL-1****RENDEZVOUS CHECKLIST (PRIOR TO IP)**

NOTE: Cycle the slipway door prior to passing 10,000 feet MSL.

1. Radios **“SET” (P, CP, AMSS)**

The pilot in control of the aircraft will position his radio controls to receive only interphone and the primary aerial refueling frequency. A designated crew member will monitor guard frequencies. The aircraft commander will designate a crewmember to monitor the primary ATC frequency and be prepared to copy any clearances given to the Tanker for the receiver.

NOTE: Monitor aerial refueling frequency 30 minutes prior to rendezvous control time.

2. Altimeters **“STATE SETTING” (P, CP)**
3. Fuel Onload **“CHECKED” (P, CP)**

PNF will confirm tank sequence for onloading and fuel distribution desired at completion of refueling.

4. A/A DME “SET” (PNF)

NOTE: Set 15 minutes prior to control time.

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5. Cabin Report..... “SECURE” (LM/AMSS)

6. Rendezvous Checklist “COMPLETE” (PNF)

PRE-CONTACT CHECKLIST (Prior to 1/2 NM)

1. IFR Master Power Switch “ON” (PNF)

2. Slipway Door..... “OPEN” (PNF)

3. ARR Valve “OPEN” (PNF)

4. Signal Amplifier Power Switch..... “NORMAL” (PNF)

5. Main and CWT Switches..... “AS REQUIRED” (PNF)

6. Slipway Lights..... “AS REQUIRED” (PNF)

7. Ready Light “ON” (P, CP)

8. Autopilot Disconnect Switches “CHECKED” (P, CP)

9. No Smoking and Seatbelt Switches..... “ON” (PNF)

10. Fuel Panel “SET” (PNF)

11. Maximum Continuous Thrust..... “SET” (PNF)

12. Engine Start Selectors..... “CONTINUOUS” (PNF)

N-8**26 August 2011****AFI 11-2C-32B, Vol 3, CL-1****13. Upper Beacon & White**Anti-Collision Light **“OFF” (PNF)**

Turn upper beacon off on IFR Control Panel and white anti-collision light off on the overhead panel.

14. Transponder/IFF/TCAS..... **“STBY” (PNF)**15. Radar..... **“OFF” (PNF)**

NOTE: Radar should be off by ½ NM.

16. Autopilot..... **“OFF” (PNF)**17. A/T Arm Switch **“OFF” (PNF)**18. Precontact Checklist **“COMPLETE” (PNF)****CONTACT CHECKLIST**

Upon making contact, the following steps will be accomplished silently

WARNING: Do not perform HF operations during fueling procedures.

1. Latched Light..... On (PNF)

2. Main/CWT IFR Valves As Required (PNF)

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NOTE: Fill wing tanks prior to filling center tank. Float valves will close automatically when full. If closing valves through the IFR Control Panel, close valves one at a time or a disconnect could occur.

3. Signal Amplifier Reset SwitchReset As Required (PNF)

CAUTION: Remain stabilized in the contact position until the boom operator or pilot not flying the aircraft visually confirms a disconnect has been accomplished.

POST AIR REFUELING CHECKLIST

1. Upper Beacon & White

Anti-Collision Light“ON” (PNF)

2. Slipway Lights..... Dim (PNF)

3. ARR Valve “CLOSED” (PNF)

4. Main and CWT Switches..... “CLOSED” (PNF)

5. Slipway Door..... “CLOSED” (PNF)

6. IFR Master Power Switch“OFF” (PNF)

7. Fuel Panel “SET” (PNF)

8. Altimeters “STATE SETTING” (P, CP)

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9. Autopilot..... “AS REQUIRED” (PNF)

10. Autothrottle Arm Switch “AS REQUIRED” (PNF)

11. Transponder/IFF/TCAS..... “AS REQUIRED” (PNF)

12. Engine Start Selectors..... “AUTO” (PNF)

13. FMC Fuel Update “COMPLETE” (PNF)

14. Post Air Refueling Checklist “COMPLETE” (PNF)

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C-32B LOADMASTER ABBREVIATED CHECKLIST

This checklist complements AFI 11-2C-32BV3. Carry this information in the USAF flight crew checklist. Additional notes and supplemental information may be added IAW current instructions.

Refer to Volume 3 for amplified procedures and procedures for submitting recommended changes.

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NOTE: This preflight inspection will be accomplished prior to the aircraft standing alert and each home station departure. Those items identified by an asterisk shall be inspected by the loadmaster after a crew change or a prolonged stop over (crew rest). Items on which maintenance has been performed shall be inspected at the discretion of the loadmaster.

NOTE: The aircraft is considered preflighted for alert launches. The loadmaster (time permitting) may preflight the aircraft. As a minimum the forms will be checked to identify degraded/missing equipment.

INTERIOR INSPECTION

NOTE: Remove the aircraft locking kit prior to accomplishing a preflight, stow in Bin 2R.

FLIGHT DECK

*1. Aircraft Forms CHECKED

*2. External Power CONNECTED

NOTE: To apply power, refer to the Aircraft Power On Checklist.

*3. Utility bus ties ON

Ensure utility bus power switches located on the pilot center overhead panel are "ON".

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NOTE: If power is applied to the aircraft the utility buses may need to be reset to initialize galley power.

4. No Smoking / Fasten Seat Belt Switches ON

*5. Cargo Door Locks UNLOCKED

*6. Crash Axe CHECKED

*7. First Aid Kit..... CHECKED

(Check that kit is sealed, secured, and inspection date)

*8. PBE..... CHECKED

(Check to ensure kit is sealed)

*9. Halon Extinguisher..... CHECKED

(Check pinned, pressure, secured)

PASSENGER COMPARTMENT

*10. Lavatory..... CHECKED

*11. Flight deck door key CHECKED

(Ensure keys are located in the ashtray adjacent to lavatory door)

*12. Fwd Entry Door (Door 1L)..... CHECKED

NOTE: If the door is opened this step may be omitted although slide/raft pressure will be checked.

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WARNING: Physically check the girt bar for engagement when the knuckle buster or girt bar indicator light are inoperative.

13. Forward airstairs CHECKED

NOTE: If airstairs are extended this step may be omitted although security must be checked.

14. Galley CHECKED

*15. Galley Service Door (Door 1R)..... CHECKED

WARNING: Physically check the girt bar for engagement when the knuckle buster or girt bar indicator light are inoperative.

16. Door 1R Flight Attendant Panel/Jumpseat CHECKED

17. Bin 2R..... CHECKED

18. UARSSI Panel SECURED

*19. Bin 1L CHECKED

*20. Bin 2L CHECKED

NOTE: One life raft accessory kit is used in conjunction with each of the aircraft slide/rafts.

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NOTE: One unit accessory kit, this kit has unit specific equipment.

21. Sidewall closet SECURED

22. Ceiling and Sidewall lights (Crew rest area) ON

*23. DV Compartment doors (Fwd)..... OPEN and LATCHED

24. Door 2R Jumpseat CHECKED

*25. Door 2R / 2L CHECKED

NOTE: If door 2L is opened this step may be omitted although slide/raft pressure will be checked

WARNING: Physically check the girt bar for engagement when the knuckle buster or girt bar indicator light are inoperative.

26. Compartment Appearance CHECKED

*27. Bin 7R..... CHECKED

NOTE: One unit accessory kit, this kit has unit specific equipment

28. Ceiling and Sidewall lights (Fwd DV) ON

*29. DV Compartment doors (Mid) OPEN and LATCHED

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30. Ceiling and Sidewall lights (Aft DV) ON

*31. DV Compartment doors (Aft) OPEN and LATCHED

32. Ceiling and Sidewall lights (Aft cabin) ON

*33. Bin 12L..... CHECKED

*34. Bin 15R..... CHECKED

35. Vacuum and accessory bag CHECKED

36. Mid Cabin Lavatories (3) CHECKED

NOTE: If the lavatories are to be locked, check the fire detection/ suppression systems as a minimum.

37. Life raft overhead storage panel CHECKED

Ensure additional supplies are onboard and stowed properly.

*42. Life raft overhead storage panel CHECKED

NOTE: One life raft accessory kit is used in conjunction with each of the aircraft slide/rafts.

NOTE: One unit accessory kit has unit specific equipment.

*43. Bin 17L..... CHECKED

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38. Door 3R Jumpseat CHECKED

*39. Door 3R / 3L..... CHECKED

WARNING: Escape slides are always armed. Do not open door except in an emergency.**NOTE:** Door 3L / 3R are slides only.

40. Compartment Appearance CHECKED

41. Bin 19R..... CHECKED

*42. Life raft overhead storage panel CHECKED

*43. Bin 17L CHECKED

44. Door 4L Jumpseat..... CHECKED

*45. Door 4L CHECKED

46. Galley CHECKED

*47. Door 4R CHECKED

48. Entertainment System..... CHECKED

49. PDA Ports AS REQUIRED

50. Seats and seatbelts CHECKED

N-18**26 August 2011****AFI 11-2C-32B, Vol 3, CL-1****EXTERIOR INSPECTION**

*1. Fwd baggage compartment..... CHECKED

- a. Cargo secured, nets in place CHECKED
- 2. Aft Baggage Compartment..... CHECKED
 - a. Baggage loading system..... CHECKED
 (Open cover, test hoist down & up, close cover)
 - b. Cargo secured, nets in place CHECKED

PRIOR TO LOADING

- 1. Load Planning..... COMPLETED
- 2. Airstairs AS REQUIRED
- CAUTION:** Prior to lowering the airstairs, ensure the opening area is clear of all obstacles
- 3. Cargo Hold Doors..... AS REQUIRED
- 4. Manifest..... CHECKED

(Check the manifest against personnel and cargo for correct amount(s) and weight. Check any hazardous materials for compatibility)

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- 5. Special Loading Equipment AS REQUIRED

AFTER LOADING

- 1. Cargo CHECKED & SECURED
- 2. Baggage Compartments..... CLOSED & LOCKED
- 3. Passengers..... ON BOARD
- 4. Fuel Load..... CHECKED
 (Check individual tank gages for total fuel load)

- 5. Weight and Balance.....COMPUTED
- 6. Manifest and Customs Forms ON BOARD
- 7. Food and Beverages STOWED
- 8. Baggage and Loose EquipmentSECURED
- 9. Passengers Seated and BriefedAS REQUIRED
- 10. ACM Briefing.....COMPLETED AS REQUIRED
- 11. Stowaway Check COMPLETED

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BEFORE STARTING ENGINES

- 1. Doors CLOSED
- 2. Escape slides.....ARMED

CAUTION: Do not arm main doors until support equipment is removed from the aircraft.

- 3. Passengers..... BRIEFED

AFTER ENGINE START

- 1. HeadsetAS REQUIRED
- 2. Passenger/crew count relayed to cockpit..... COMPLETE
- 3. Aircraft SprayedAS REQUIRED

BEFORE TAKEOFF

- 1. Cabin and GalleySECURE

2. Passenger Seat BeltsFASTENED

3. Cabin LightsAS REQUIRED

NOTE: Cabin lights will be dimmed for all night takeoffs and landings.

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4. Signal From the Cockpit "Crew Prepare
for Departure"OBTAINED

AFTER TAKEOFF

1. Passengers..... BRIEFED
(Brief passengers when movement within the cabin is permitted. Pass on information pertaining to the mission)

2. GalleyAS REQUIRED

CRUISE

1. Passengers..... BRIEFED

2. Cabin discipline and safety.....AS REQUIRED

NOTE: If passengers are allowed to move freely in the cabin at cruise altitude good judgment must be exercised allowing the crew access to emergency equipment. In all such conditions, a clear aisle from the front of the aircraft to the rear of the aircraft must be maintained at all times (unless mission requirements dictate otherwise).

3. Restraint..... CHECKED
(Check security of cargo in the passenger compartment)

4. Border clearanceAS REQUIRED

5. Mission planningAS REQUIRED

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DESCENT AND APPROACH

1. Restraint..... CHECKED
(Ensure cargo in passenger compartment is secure)
2. Passengers seated and briefedAS REQUIRED
(Ensure all passengers are seated and the mission briefings are completed prior to landing)
3. Loose equipmentSECURED
(Ensure all equipment is stowed prior to landing)
4. Refuse COLLECTED AND STOWED
5. Cabin lights.....AS REQUIRED

NOTE: Cabin lights will be dimmed for all night takeoff and landings.

6. Assume assigned seat and fasten seat belt.....FASTENED

NOTE: If the cabin is not secure when the takeoff announcement is made, notify the pilot of status. With passengers onboard, the forward and aft flight attendant seats will be occupied by a backend crew member (CEA). The aft seat will be considered occupied when the AMSS is in their primary crew position. Without passengers, the loadmasters will be seated as close as possible to assigned exits.

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AFTER LANDING, BEFORE LEAVING AIRCRAFT

1. Cabin lights.....AS REQUIRED

NOTE: Cabin lights will remain dim until the aircraft has blocked in.

2. Border clearanceAS REQUIRED

3. Escape slides..... DISARMED

NOTE: Ensure all Escape Slides are DISARMED prior to opening doors.

4. AirstairsAS REQUIRED

5. Offload.....AS REQUIRED

6. Lavatories serviced.....AS REQUIRED

7. Equipment inventoriedCOMPLETED

8. Aircraft locked..... CHECKED

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AIRCRAFT POWER ON

The following procedures are accomplished to permit safe application of electrical power.

1. Aircraft forms CHECKED

2. Battery switch..... ON

3. Standby Power selectorAUTO

a. MAIN BAT DISCH lightIlluminated

b. Standby bus OFF light.....Extinguished

4. Left VHF radio ON
(Left radio is connected to Standby DC Bus)

NOTE: Ensure at least one radio is tuned to ground frequency for fire coverage.

- 5. Hydraulic Electric Pump switches.....OFF
- 6. Position Lights switch ON
- 7. Landing Gear Lever..... DN
- 8. Alternate Flaps selector NORM
- 9. Flap handle and indicators match CONFIRMED

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- 10. Electrical Power..... Establish

If external power is desired:

- a. External Power AVAIL light.....Illuminated
- b. External Power switch..... Push

If APU power is desired:

- a. APU Generator switch..... ON
- b. APU selector..... START, Release to ON

NOTE: The APU starter duty cycle is a maximum of 3 consecutive starts or attempts within a 60-minute period.

- 11. Bus Tie switches.....AUTO

TRANSFER FROM EXTERNAL TO APU POWER

After APU is started, before external power is removed

- 1. External Power switch..... Push
 - a. ON light Extinguished

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1. BLEED AIR panel.....Set
 - a. ENGINE bleed air switches..... ON
 - b. OFF lightsIlluminated
2. APU bleed air switch..... ON
 - a. VALVE light Extinguished
3. ISOLATION switch ON
 - a. VALVE light Extinguished
4. Air conditioning panel.....Set
 - a. PACK CONTROL selectors.....AUTO
 - b. PACK OFF lights Extinguished
5. TRIM AIR switch..... ON
6. RECIRCULATION FAN switches ON
 - a. INOP lights Extinguished

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7. FLIGHT DECK and CABIN temp controlsAUTO

- a. INOP lights Extinguished
- b. Temperature..... ADJUSTED

NOTE: Do not adjust pack temp to full cold due to the possibility of freezing the packs.

NOTE: When the airplane is electrically powered for more than 20 minutes on the ground, equipment cooling must be provided as shown below.

94°F to 105°F (34°C to 40°C) One forward and aft entry door on opposite sides open, or at least one A/C pack or equivalent ground cooling operating.

106°F to 120°F (41°C to 49°C) At least one A/C pack or equivalent ground cooling operating.

More than 120°F (49°C) Two A/C packs or equivalent ground cooling operating.

USE OF AIR CONDITIONING CART

Before connecting ground air conditioning cart:

- 1. PACK CONTROL selectors OFF
(This allows cart to operate at maximum efficiency)

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After disconnecting ground air conditioning cart:

- 1. PACK CONTROL selectors..... AUTO

HEATING AND COOLING (SHUTDOWN)

- 1. PACK CONTROL selectors..... OFF

AIRCRAFT POWER OFF

The following procedures are accomplished to permit removal

of electrical power from the airplane.

1. External Power switchOFF
2. APU selector.....OFF
 - a. APU RUN lightExtinguished
3. Standby Power selectorOFF
4. Battery switch.....OFF

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C-32B ABBREVIATED AMSS CHECKLIST

This checklist complements AFI 11-2C-32BV3. Carry this information in the USAF flight crew checklist. Additional notes and supplemental information may be added IAW current instructions.

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N-30**26 August 2011****AFI 11-2C-32B, Vol 3, CL-1****PREPARATION FOR FLIGHT**

NOTE: In the interest of operations security, portions of this checklist may be omitted. However, it is the responsibility of the operator to ensure all equipment is operational.

1. Aircraft Status..... CHECKED
2. FCIF, Flight Orders, and Read File CHECKED
3. Personal/Professional Equipment/
Mission KitCHECKED/OBTAINED
4. Mission and Command/
Control Frequencies.....OBTAINED
5. COMSEC Requirements CHECKED
6. Time HackOBTAINED
7. Mission Briefing.....ATTENDED

NOTE: Ensure mission communication tasking does not exceed aircraft capabilities.

INTERIOR POWER OFF

1. Personal/Professional Equipment/
Mission KitSTOWED/SECURED

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2. Aircraft Forms

CHECKED

NOTE: Check with the pilot or maintenance for any discrepancies they may have observed on their exterior inspection concerning the antennas or static dischargers.

CAUTION: Main Equipment Rack will be checked to ensure all required equipment is present and properly connected and obstructions to airflow are cleared.

MAIN DECK EQUIPMENT RACK**BAY 1**

Circuit Breaker Panel

(5421-28100-2 Power Panel)..... CHECKED

HSD Power Switch (2) (As Installed) OFF

Video Switching Unit CHECKED

LAN Switch NO. 1 CHECKED

EL 160 Serial Server CHECKED

LAN Switch NO. 2 CHECKED

CMS/MX Flat Screen Monitor CHECKED

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UPS/Power Switch OFF

Signal Interface Unit (SIU)/Power Switch OFF

CMS Power Switch OFF

CMS #1 Hard Drive Switch ON

CMS #2 Hard Drive Switch ON

CMS Power Supply (L & R) CHECKED

BAY 2

Power Control Panel OFF

Power Control 60/Hz OFF

UPS IN/OUT Switch IN

CMS IN/OUT Switch IN

FM Filter IN/OUT Switch IN

Fail Safe RCU Select Panel (Mission LOS/SATCOM) OFF

KY-100 Secure Unit OFF

Fail Safe Interphone Panel NO. 1 & 2 CHECKED

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Fail Safe OPR 1 & OPR 2 Select Panel CHECKED

Fan Failure Lights CHECKED

Rack Lights OFF

VDC-300 Data Controller Unit NO. 1-4 OFF

ARC-210 RCU LOS/SATCOM OFF

ARC-210 Red/Black Fill Ports (LOS/SATCOM) ... CHECKED

Ports (LOS/SATCOM) CHECKED

SFX 3700M FAX/Printer NO. 1 & 2 CHECKED

BAY 3

SATCOM NO. 5.....OFF

SATCOM NO. 6.....OFF

SATCOM NO. 6 Radio Antenna..... Disconnected

SAT #4/AUX Control Switch SAT #4

INFOSTROYER ShredderOFF

Shredder Power Switch RH Door 1 Outlet

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NAV/DATA Couplers NO. 1 & 2..... CHECKED

NAV/DATA Converter CHECKED

KIT-1C CHECKED

Power Divider Assembly..... CHECKED

Test Jack Panel Switches..... DOWN/OFF

CAUTION: Do not transmit on the SAT 1 radio while the SATCOM RF test jack is in the ENABLED (UP) position. Damage to SAT 1 may occur.

CAUTION: When the test jack is active, damage to the RFD could result if the FD ARC-210, VHF R, LOS 1, LOS 3 or LOS 7 radio PTT function is activated.

CAUTION: Prior to enabling the UHF/VHF test jacks notify the pilots that they will be unable to transmit on the FD ARC-210 and the VHF R radios.

OVERHEAD EQUIPMENT BIN (21R)

Aircraft Entertainment SystemOFF

Monitor Control Switch..... STOWED

5569-28300 Power Panel..... CHECKED

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POWER ON INSPECTION

FLIGHTDECK

1. GPU or APU ON/AVAILABLE
2. L & R RECIRC FAN ON
3. AUX Power Switch ENABLE
4. IMS Switch (As Required) ENABLE

NOTE: When switching between ATC and IFF, the TCAS Reset Switch must be pressed to enable the TCAS to operate with the selected system.

5. IFF (AN/APX-100) AS REQUIRED
 - a. ATC/IFF switch – IFF
 - b. TCAS Reset Switch – Reset
 - c. Mode 4 Caution Light – ON
 - d. NOTE: If Mode 4 Caution Light is not lit, zeroize Mode 4 before continuing
 - e. IFF – STANDBY
 - f. A Code – Selected

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MID-CABIN AREA

1. Safes OPENED

MAIN DECK EQUIPMENT RACK

CAUTION: The L & R RECIRC fans are required to be on for cooling of the communications equipment.

CAUTION: Ensure air is flowing from the Gasper Air Tubes located at the bottom of the Main Deck Equipment Rack.

NOTE: Ensure all required mission communication circuit breakers are in.

1. 5421-28100-2 Circuit Breaker Panel CHECKED
2. Power Control Panel ON
3. Power Control/60Hz ON
4. UPS IN/OUT Switch IN
5. CMS IN/OUT Switch IN
6. HSD Power Switch ON
7. UPS ON ON
8. SIU ON

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9. CMS Main Power Switch ON
10. CMS #1 Hard Drive Switch ON
11. CMS #2 Hard Drive Switch ON
12. Fan Fail Lights Press To Test
13. VDC-300 (4) ON/AS REQUIRED

NOTE: Select Position 1 on VDC-300 for the proper CRYPTO

14. RICOH SFX3700M Printer (2)
(As Required) ON/CHECKED

NOTE: Prior to logging on to the network, ensure that the servers have booted up from the CMS/MX Flat Screen Monitor. This process may take a few minutes.

15. Hard Drives (Laptops) INSERTED

16. Laptops ON

17. Log-On to the Network COMPLETED

NOTE: Verify “Server Service Started” message is displayed.

18. Start CMS Client Program COMPLETED

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NOTE: Once the CMS Client is operating, you can configure the Audio Matrix and communications equipment for mission requirements.

19. ARC-210s (LOS1-8/SAT1-4) SET

20. Black Fill (As Required) LOAD

21. Red Fill (As Required) LOAD

WARNING: Ensure that there are no personnel within one (1) foot of operating UHF/VHF antenna.

22. Voice/Data Check PERFORMED

WARNING: Transmissions on the HF radio will produce RF voltage levels outside surface of the aircraft. Coordinate with ground crew members to ensure that there are no personnel within five (5) feet of the aircraft while operating HF.

23. HF 2 (As Required) ON/CHECKED

24. KY-100 (As Required) ON/LOAD

- a. Power – On
- b. CT (L2) – Select
- c. Loading device (Audio L1) – Connected/On

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- d. INIT button – Pressed twice (if using DTD press Send)
- e. PASS – Displayed
- f. Loading device – Off/Disconnected

For second Key (As Required): Keep loading device OFF/connected and continue

- g. OFL (L4) – Selected
- h. Up arrow – Pressed
- i. “KEY OPS” – Displayed
- j. INIT – Pressed
- k. “Load Key” – Displayed
- l. INIT – Pressed
- m. “LOAD 1” – Displayed
- n. Up Arrow (to select load position) – Pressed
- o. Loading Device – Connected/On
- p. INIT – Pressed (Load and key selection will blink)

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- q. INIT – Pressed (If using DTD press send) KY will momentarily show key when it receives the key.
- r. Loading Device – Off/Disconnected
- s. CT (L2) – Selected
- 25. KIT 1C (As Required)LOAD
 - a. KYK – OFF
 - b. KYK – Connected
 - c. KYK First CRYPTO Position – Selected
 - d. KYK – ON
 - e. RED LED on KYK will flash
 - f. KYK – OFF
 - g. Second CRYPTO Position – Selected
 - h. KYK – ON
 - i. RED LED on KYK will flash
 - j. GREEN LED on KIT -1C will flash

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- k. KYK – OFF

NOTE: To retain codes in the KIT -1C, the MODE 4 code

switch must be activated to the HOLD position a minimum of 15 seconds prior to the removal of power from the airplane

26. IFF Mode 4 Caution Light (Flight Deck)
(As Required) EXTINGUISHED

27. AN/APX-100 M-1, M-2, M-3/A, M-C,
Mode 4 (Flight Deck) (As Required) TESTED

28. IFF/ATC Switch (Flight Deck) (As Required)..... ATC

29. TCAS Reset Switch (Flight Deck) (As Required) Reset

30. Master IFF Switch (Flight Deck)
(As Required)NORMAL

31. INMARSAT System (As Required)..... ON/CHECKED

NOTE: The AMSS is responsible to ensure that all STU III/STE and their respective keys are checked prior to departure on any mission.

32. Seat CHECKED

WARNING: Ensure that your seat will lock in the upright position and that your seatbelt will lock, properly adjust, and release.

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(As Required) CHECKED

33. Unit Carry-On Communications Equipment

34. Unnecessary EquipmentOFF

BEFORE ENGINE START

NOTE: Aircraft Interphone should be monitored from the “BEFORE ENGINE START” checklist through the completion of the “AFTER LANDING” checklist.

NOTE: All problems will be brought to the attention of the

aircraft commander as soon as possible to prevent a delayed departure.

NOTE: Steps 1 – 3 need to be completed when no loadmaster is onboard.

1. Airstairs (As Required).....SECURED
2. Doors CLOSED
3. Escape SlidesARMED
4. Radio Log INITIATED

BEFORE TAXI

1. Video Monitors..... STOWED

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2. Equipment Rack Doors..... CLOSED
3. Interphone and Primary Radios MONITORED

BEFORE TAKEOFF

1. SeatbeltFASTENED

WARNING: Seatbelts will be fastened for all takeoff and landings.

AFTER TAKEOFF

1. Communications (As Required) MAINTAINED
2. Radio Log MAINTAINED
3. Video Monitors (As Required) VIEW/STOWED

DESCENT/APPROACH – BEFORE LANDING

1. Video Monitors..... STOWED

2. Equipment Rack Doors..... CLOSED

3. SeatbeltFASTENED

WARNING: Seatbelts will be fastened for all takeoff and landings.

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AFTER LANDING

1. Mission Reports (As Required) PASSED

2. Unnecessary Equipment (As Required) . OFF/ZEROIZED

NOTE: All radios or equipment not in use should be turned off and all CRYPTO should be zeroized and checked to ensure no codes are retained.

3. Radio Log CLOSED

NOTE: Steps 4 – 6 will be completed when no loadmaster is onboard.

4. Escape Slide..... DISARMED

5. Doors OPENED

6. Airstairs (As Required).....DEPLOYED

TERMINATING FLIGHT

1. Communications Equipment (VCP)..... CLEARED/OFF

2. CMS Servers..... SHUTDOWN

3. Laptops SHUTDOWN

4. RICOH SFX3700M Printer (2)OFF/SANITIZED

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- 5. VDC – 300 (1 – 4)OFF
- 6. KY-100ZEROIZED/OFF
- 7. INFOSTROYER ShredderOFF/SANITIZED
- 8. KIT-1C ZEROIZED

NOTE: You must ensure that the IFF codes are zeroized either by the KIT-1C or the An/APX-100 at the end of the day or flight.

- 9. HSD Power #1OFF
- 10. HSD Power #2OFF

NOTE: Prior to turning off the CMS, check the CMS/MX flat-screen monitor and ensure that CMS #1 and CMS #2 have properly shutdown.

- 11. CMS/MX Flat-Screen Monitor..... STOWED
- 12. CMS Power SwitchOFF
- 13. SIUOFF
- 14. UPSOFF
- 15. CMS IN/OUT SwitchIN

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- 16. UPS IN/OUT SwitchIN
- 17. Power Control/60HzOFF
- 18. Power Control.....OFF
- 19. Aircraft Entertainment SystemOFF

20. Laptop ComputersOFF/STOWED

NOTE: Reset the PDA's prior to stowing to ensure no mission data is left in the CMS Audio Program.

21. PDA'sOFF/STOWED

22. Unit Carry-On Communications Equipment..... STOWED

23. Mission Equipment InventoryACCOMPLISHED

24. Security Check.....AREA SECURED

25. SafesLOCKED

26. Equipment Rack Doors
(As Required) CLOSED/LOCKED

27. Maintenance Discrepancies ANNOTATED

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C-32B AMSS THRU FLIGHT CHECKLIST

This checklist complements AFI 11-2C-32BV3. Carry this information in the USAF flight crew checklist. Additional notes and supplemental information may be added IAW current instructions.

Refer to Volume 3 for amplified procedures and procedures for submitting recommended changes.

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NOTE: This checklist will be used for flights that recover off-station and are continuing with the same crew.

PREPARATION FOR FLIGHT

NOTE: In the interest of operations security, portions of this checklist may be omitted. However, it is the responsibility of the operator to ensure all equipment is operational.

1. Aircraft Status..... CHECKED
2. Enroute BriefingATTENDED

NOTE: Ensure mission communication tasking does not exceed aircraft capabilities.

INTERIOR POWER OFF

1. Personal/Professional Equipment/
Mission KitSTOWED/SECURED

NOTE: Check with the pilot or maintenance for any discrepancies they may have observed on their exterior inspection concerning the antennas or static dischargers.

CAUTION: Main Equipment Rack will be checked to ensure all required equipment is present and properly connected and obstructions to airflow are cleared.

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MAIN DECK EQUIPMENT RACK

BAY 1.....CHECKED/SECURED

BAY 2.....CHECKED/SECURED

BAY 3.....CHECKED/SECURED

CAUTION: Do not transmit on the SAT 1 radio while the SATCOM RF test jack is in the ENABLED (UP) position. Damage to SAT 1 may occur.

CAUTION: When the test jack is active, damage to the RFD could result if the FD ARC-210, VHF R, LOS 1, LOS 3 or LOS 7 radio PTT function is activated.

CAUTION: Prior to enabling the UHF/VHF test jacks notify the pilots that they will be unable to transmit on the FD ARC-210 and the VHF R radios.

OVERHEAD EQUIPMENT BIN (21R)..... CHECKED

POWER ON INSPECTION

FLIGHTDECK

1. GPU or APU..... ON/AVAILABLE

2. L & R RECIRC FAN ON

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3. AUX Power Switch ENABLE

MAIN DECK EQUIPMENT RACKS

1. 5421-28100-2 Circuit Breaker Panel..... CHECKED

2. Power Control Panel..... ON

3. Power Control/60Hz..... ON

4. UPS IN/OUT SwitchIN

5. CMS IN/OUT SwitchIN
6. HSD Power Switch (2) (As Installed) ON
7. UPS ON ON
8. SIU ON
9. CMS Main Power Switch ON
10. Fan Fail Lights Press To Test
11. VDC-300 (4) (As Required) ON
12. RICOH SFX3700M Printer (2)
(As Required) ON/CHECKED
13. Laptops CONFIGURED

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14. CMS Server Service STARTED
15. Voice/Data Check PERFORMED

WARNING: Ensure that there are no personnel within one (1) foot of operating UHF/VHF antenna.

16. HF 2 (As Required) ON/CHECKED

WARNING: Transmissions on the HF radio will produce RF voltage levels outside surface of the aircraft. Coordinate with ground crew members to ensure that there are no personnel within five (5) feet of the aircraft while operating HF.

17. KY-100 (As Required) ON/LOAD
18. KIT 1C (As Required) LOAD
19. INMARSAT System (As Required) ON/CHECKED
20. Seat CHECKED

WARNING: Ensure that your seat will lock in the upright position and that your seatbelt will lock, properly adjust, and release.

21. Unnecessary EquipmentOFF

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BEFORE ENGINE START

NOTE: Aircraft Interphone should be monitored from the “BEFORE ENGINE START” checklist through the completion of the “AFTER LANDING” checklist.

NOTE: All problems will be brought to the attention of the aircraft commander as soon as possible to prevent a delayed departure.

NOTE: Steps 1 – 3 need to be completed when no loadmaster is onboard.

1. Airstairs (As Required).....SECURED
2. Doors CLOSED
3. Escape SlidesARMED
4. Radio Log INITIATED

BEFORE TAXI

1. Video Monitors..... STOWED
2. Equipment Rack Doors..... CLOSED
3. Interphone and Primary Radios MONITORED

N-54**26 August 2011****AFI 11-2C-32B, Vol 3, CL-1****BEFORE TAKEOFF**

1. SeatbeltFASTENED

WARNING: Seatbelts will be fastened for all takeoff and landings.

AFTER TAKEOFF

1. Communications (As Required) MAINTAINED
2. Radio Log MAINTAINED
3. Video Monitors (As Required) VIEW/STOWED

DESCENT/APPROACH – BEFORE LANDING

1. Video Monitors..... STOWED
2. Equipment Rack Doors..... CLOSED
3. SeatbeltFASTENED

WARNING: Seatbelts will be fastened for all takeoff and landings.

AFTER LANDING

1. Mission Reports (As Required) PASSED

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2. Unnecessary Equipment (As Required) . OFF/ZEROIZED

NOTE: All radios or equipment not in use should be turned off and all CRYPTO should be zeroized and checked to ensure no codes are retained.

3. Radio Log CLOSED

NOTE: Steps 4 – 6 will be completed when no loadmaster is onboard.

4. Escape Slide..... DISARMED

5. Doors OPENED

6. Airstairs (As Required).....DEPLOYED

TERMINATING FLIGHT

1. Communications Equipment CLEARED/OFF

2. CMS Servers..... SHUTDOWN

3. Laptops SHUTDOWN

4. RICOH SFX3700M Printer (2)OFF/SANITIZED

5. VDC – 300 (4) (As Required)OFF

6. INFOSTROYER ShredderOFF/SANITIZED

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7. KY-100ZEROIZED/OFF

8. KIT-1C ZEROIZED

NOTE: You must ensure that the IFF codes are zeroized either by the KIT-1C or the An/APX-100 at the end of the day or flight.

9. HSD Power (2)OFF

NOTE: Prior to turning off the CMS, check the CMS/MX flat-screen monitor and ensure that CMS #1 and CMS #2 have properly shutdown.

10. CMS/MX Flat-Screen Monitor..... STOWED

- 11. CMS Power SwitchOFF
- 12. SIU.....OFF
- 13. UPS.....OFF
- 14. Security Check.....AREA SECURED
- 15. SafesLOCKED
- 16. Equipment Rack DoorsCLOSED/LOCKED

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CABIN CREW EMERGENCY/CRITICAL ACTIONS
AND CREW EGRESS CHARTS

This checklist complements AFI 11-2C-32BV3. Aircrews will use the applicable briefing guide when performing special operations. Carry this information in the USAF flight crew checklist. Additional notes and supplemental information may be added IAW current instructions.

Refer to Volume 3 for amplified procedures and procedures for submitting recommended changes.

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EVACUATION COMMANDS AND PROCEDURES
DITCHING

“STAY IN YOUR SEATS, LIFEVEST UNDER YOUR SEATS, PUT THEM ON; DO NOT INFLATE” – DON LIFEVEST

“BEND OVER/HEADS DOWN” - TAKE PROTECTIVE POSITION

**“RELEASE SEATBELTS, COME THIS WAY” -
RELEASE YOUR SEATBELT, TURN ON EMERGENCY
LIGHTS, ASSESS CONDITIONS, REDIRECT IF
BLOCKED**

**“STOP, STAND BACK” - OPEN EXIT, ENSURE SLIDE
INFLATES PROPERLY, TAKE PROTECTIVE POSITION**

**“INFLATE LIFEVEST AS YOU EXIT” - INFLATE
LIFEVEST**

NOTE: The sequence of the above emergency procedures may be altered depending on the nature of the emergency. Crew members must maintain situational awareness to adequately and successfully execute their duties.

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EVACUATION COMMANDS AND PROCEDURES
CRASH LANDING

“BEND OVER/HEADS DOWN” - TAKE PROTECTIVE POSITION

“RELEASE SEATBELTS, COME THIS WAY” -
RELEASE YOUR SEATBELT, TURN ON EMERGENCY
LIGHTS, ASSESS CONDITIONS, REDIRECT IF
BLOCKED

“STOP, STAND BACK” - OPEN EXIT, ENSURE SLIDE
INFLATES PROPERLY, TAKE PROTECTIVE POSITION

**“YOU AND YOU, STAND AT THE BOTTOM AND
PULL PEOPLE OFF.”** - ASSESS EVACUATION

“JUMP, JUMP” - EXIT AFTER LAST PASSENGER

NOTE: The sequence of the above emergency procedures
may be altered depending on the nature of the emergency.
Crew members must maintain situational awareness to
adequately and successfully execute their duties.

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CRITICAL ACTION PROCEDURES

FIRE/SMOKE INSIDE IN-FLIGHT

1. FIGHT FIRE – PROTECTIVE EQUIPMENT AS
REQUIRED
2. NOTIFY CREW

FIRE/SMOKE INSIDE ON THE GROUND

1. FIGHT FIRE – PROTECTIVE EQUIPMENT AS REQUIRED
2. NOTIFY CREW
3. DEPLANE OR EVACUATE IF NECESSARY

FIRE OUTSIDE

1. NOTIFY CREW

RAPID DECOMPRESSION

1. OXYGEN – ON
2. SIT DOWN/HOLD ON
3. ASSIST PASSENGERS

E-61**AFI 11-2C-32B, Vol 3, CL-1****26 August 2011****APU FIRE**

1. APU FIRE SWITCH – PULL, ROTATE, AND HOLD

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Figure 3. Crew Ground Egress/Ditching Chart.

CREW MEMBER	PROVIDE S	GROUND EGRESS STATION	EGRESS EXIT ASSIGNED
A/C	Flashlight	A/C Seat	#4R/4R Slide
CP	Flashlight, First Aid Kit (cockpit), Crash Axe, Life Raft Accessory Kit	CP Seat	#1R/1R Slide
ACM	Flashlight, Life Raft Accessory Kit	Jump Seat	#2L/2L Slide
Primary LM	Flashlight, First Aid Kit (1L), Megaphone, Life Raft Accessory Kit, Unit Accessory Kit, Desalinization Pump, ELT	1R Jump Seat	#1L/1L Slide
SecondaryLM	Flashlight, First Aid Kit (7R), Life Raft Accessory Kit	2R Jump Seat w/AMSS 4L Jump Seat w/o AMSS	#2R/2R Slide #4L/4L Slide
Primary AMSS	Flashlight, Life Raft Accessory Kit	21B	#4L/4L Slide
Secondary AMSS	Unit Accessory Kit, Life Raft Accessory Kit, Desalinization Pump, First Aid Kit (17L), Megaphone	4L Jumpseat	#3L/3R Slide (overland) #4R/4R Slide (ditching)

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C-32B PLANNED CRASH LANDING ABBREVIATED
CHECKLIST

This checklist complements AFI 11-2C-32BV3. Carry this information in the USAF flight crew checklist. Additional notes and supplemental information may be added IAW current instructions.

Refer to Volume 3 for amplified procedures and procedures for submitting recommended changes.

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NOTE: The primary loadmaster assumes responsibility for the execution of this checklist. The primary loadmaster will delegate portions of this checklist to other CEAs to be run simultaneously, and then will be briefed upon completion. All crew members must maintain situational awareness to adequately and successfully execute their duties.

1. Cockpit Informs Primary Loadmaster BRIEFED
 - a. Nature of Emergency
 - b. Time Available

- c. Special Instructions
- d. Signal to remain seated
- e. Bracing signal

NOTE: Bracing Signals:

1,500' AGL "Prepare for Landing"

.....250' AGL: "Brace for Impact"

- 2. Primary Loadmaster Informs All Crew members BRIEFED
- 3. Lights to Bright..... SET (LM)
- 4. Public Address AnnouncementBRIEFED (LM)

E-66**26 August 2011****AFI 11-2C-32B, Vol 3, CL-1****Refer to C-32B Planned Crash Landing Briefing page 70.****WARNING:** If public address is inoperative use a megaphone.

- 5. Ensure All Exits Armed/Exits Unobstructed..... (CEA)
- 6. Secure Cabin/Collect and Stow Loose Items CHECKED
 - a. Clear cabin of loose items.
 - b. Secure galleys/cabin dividers.
 - c. Lock lavatory doors.
 - d. Gather loose items from passengers.
 - e. Primary loadmaster collects items from cockpit.
- 7. Reseat/Brief Assistants COMPLETE (CEA)

Refer to C-32B Crash Landing Door Exit Briefing Points page 72.

8. Passengers Evacuation Procedures..... CHECKED (CEA)

Each respective crew position should ask questions aloud on the following areas:

- a. Show me you're bracing position

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- b. Where is your closest exit?
- c. When will you evacuate?
- d. Where will you go after exiting the aircraft?
- e. Assign passengers to assist with disabled/injured.

9. Checklist..... COMPLETE (CEA)

All crew members will advise primary LM when checklist is complete. Primary loadmaster will advise cockpit when checklist is complete.

10. 1,500' AGL....."PREPARE FOR LANDING" (PNF)

All crew members make compliance check and occupy assigned seat/jump seat.

11. 250' AGL....."BRACE FOR IMPACT" (PNF)

- a. Primary crew members repeat, if necessary.
- b. Primary crew members assume crash position at designated exit.
- c. All crew members remain seated until aircraft comes to a complete stop.

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12. On the Ground:

If evacuation is not required **“EVACUATE, EVACUATE, EVACUATE” (PNF)**

If evacuation is not required

..... **“REMAIN SEATED, REMAIN SEATED” (PNF)**

If designated signal given from cockpit evacuate the aircraft.

E-69**AFI 11-2C-32B, Vol 3, CL-1****26 August 2011****C-32B PLANNED CRASH LANDING BRIEFING (PA)**

The Aircraft Commander has informed me that it may be necessary to evacuate the aircraft. The following information we will give you is to prepare you for a safe and orderly evacuation of the aircraft.

Please direct your attention to the aircrew members in the aisles.

Fasten your seatbelts (low and tight). Place your tray tables and seat backs to their upright position, and ensure all carry-on items are properly stored (under seat or in overhead bins).

PAUSE

There are two doors in the forward cabin, two doors in the mid cabin, two doors aft of the lavatories and two doors in the rear of the cabin. Please take a moment and determine the closest exit to you.

PAUSE

All main doors are equipped with an escape slide.

PAUSE

Just prior to touchdown, you will be instructed to “brace”.

To brace, sit back as far as you can in your seat.

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Ensure your seatbelt is low and tight around your waist.

Bend as far forward as possible and grab your ankles or cross your wrists and place your forehead on the seatback of the seat in front of you.

PAUSE

You must stay in the brace position until the aircraft comes to a complete stop.

Once the aircraft comes to a complete stop, follow the instructions of the crew members. Release your seatbelts and move to the nearest available exit.

DO NOT take anything with you.

At the door, jump into the slide feet first in the sitting position.

At the bottom of the slide, quickly move away from the aircraft.

At this time, remove all sharp objects for collection by a crew member.

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PAUSE

At this time, locate the briefing card that is in the seat pocket in front of you and familiarize yourself with exit locations and operating instructions. Crew members will be available to answer any questions.

C-32B CRASH LANDING DOOR EXIT BRIEFING POINTS

DO: Take both assistants to the door you are responsible for briefing.

SAY: “I NEED YOUR ASSISTANCE IN THE EVENT WE NEED TO EVACUATE. BOTH OF YOU COME TO THIS EXIT WHEN”:

THE AIRCRAFT COMES TO A COMPLETE STOP AND YOU HEAR THE COMMAND “RELEASE SEATBELTS, COME THIS WAY”.

WHEN YOU GET TO THIS EXIT, I WANT YOU TO HOLD THE PEOPLE BACK.

DO: Position assistants to hold their arms up with their backs to the flow of traffic.

SAY: I WILL OPEN THE DOOR AND INFLATE THE RAFT, AND ENSURE THE RAFT INFLATES, BOTH OF YOU WILL:

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DO: Show the briefing card.

SAY: JUMP INTO THE SLIDE, STAY AT THE BOTTOM OF THE SLIDE, PULL PEOPLE OFF AND SEND THEM AWAY FROM THE AIRCRAFT.

ASK: Ask each assistant.

Q: WHEN WILL YOU COME TO THIS EXIT?

A: When the aircraft comes to a complete stop and you hear the command: **“RELEASE SEATBELTS, COME THIS WAY”**.

Q: WHAT WILL BOTH OF YOU DO WHILE I OPEN THE EXIT?

A: Hold the people back.

Q: AFTER THE DOOR IS OPEN AND THE SLIDE INFLATES, WHAT DO YOU DO NEXT?

A: Jump into the slide, stay at the bottom of the slide, pull people off and send them away from the aircraft.

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SAY: To the first assistant:

IF I AM UNABLE TO OPEN THIS EXIT, YOU WILL OPEN THIS EXIT AND COMMAND THE EVACUATION. FIRST, YOU MUST LOOK FOR FIRE OUTSIDE THE AIRCRAFT. IF YOU SEE FIRE, DO NOT OPEN THIS DOOR. BOTH OF YOU GO TO THE NEAREST EXIT AND GET OUT. IF YOU DO NOT SEE FIRE, OPEN THE DOOR BY:

DO: Show door handle.

SAY: ROTATE HANDLE IN THE DIRECTION OF THE ARROW. ENSURE DOOR IS COMPLETELY OPEN AND PULL RED LOOP HANDLE AT THE BOTTOM OF THE DOORSILL.

DO: Show briefing card.

SAY: AFTER THE SLIDE INFLATES, STAND HERE.

DO: Place assistance in protective position.

SAY: REPEAT THE COMMAND, “**JUMP**”, WHEN THE AREA IS CLEAR, YOU LEAVE THE AIRCRAFT.

ASK:

Q: IF I'M NOT ABLE TO OPEN THIS DOOR, WHAT WILL YOU DO?

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A: Open the door and command the evacuation.

Q: WHAT MUST YOU LOOK FOR OUTSIDE THE AIRCRAFT BEFORE YOU OPEN THE DOOR?

A: Fire

Q: IF THERE IS FIRE, WHAT WILL YOU BOTH DO?

A: Go to the nearest exit and get out.

Q: IF YOU DO NOT SEE FIRE, HOW WILL YOU OPEN THIS DOOR?

A: Rotate handle in the direction of the arrow, ensure the door is fully open and pull the red loop handle to inflate the slide.

Q: WHERE WILL YOU STAND AFTER THE SLIDE INFLATES?

A: Show “protective position”.

Q: WHAT COMMAND WILL YOU CONTINUE TO SHOUT?

A: “JUMP”.

ASK: The second assistant.

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Q: WHAT WILL YOU DO WHILE THE DOOR IS BEING OPEN?

A: Hold the people back.

Q: WHAT WILL YOU DO AT THE BOTTOM OF THE SLIDE?

A: Pull the people off and send them away.

DO: Reseat assistants close to assigned door.

RETURN TO STEP 8 , PAGE 3, ON THE PLANNED CRASH LANDING CHECKLIST

E-76**26 August 2011****AFI 11-2C-32B, Vol 3, CL-1****C-32B PLANNED DITCHING ABBREVIATED
CHECKLIST**

This checklist complements AF 11-2C-32BV3. Carry this information in the USAF flight crew checklist. Additional notes and supplemental information may be added IAW current instructions.

Refer to Volume 3 for amplified procedures and procedures for submitting recommended changes.

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NOTE: The primary loadmaster assumes responsibility for the execution of this checklist. The primary loadmaster will delegate portions of this checklist to other CEAs to be run simultaneously, and then will be briefed upon completion. All crew members must maintain situational awareness to adequately and successfully execute their duties.

1. Cockpit Informs Primary Loadmaster BRIEFED

- a. Nature of Emergency
- b. Time Available
- c. Special Instructions
- d. Signal to remain seated
- e. Bracing signal

NOTE: Bracing Signals:

1,500' AGL: "Prepare for Landing"

250' AGL: "Brace for Impact"

2. Lights to Bright..... SET (LM)

3. Primary Loadmaster Informs All Crew

members BRIEFED

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4. Public Address AnnouncementBRIEFED (LM)

Refer to C-32B Planned Ditching Briefing page 81.

WARNING: If public address is inoperative use a megaphone.

5. Ensure All Exits Armed/Exits Unobstructed..... (CEA)

6. Secure Cabin/Collect and Stow Loose Items CHECKED

a. Clear cabin of loose items.

b. Secure galleys/cabin dividers.

c. Lock lavatory doors.

d. Gather loose items from passengers.

e. Primary loadmaster collects items from cockpit.

f. Obtain survival kits, preposition to evacuation exit and attach to o-ring on bustle.

7. Reseat/Brief Assistants COMPLETE (CEA)

Refer to C-32B Ditching Door Exit Briefing Points page 84.

8. Passengers Evacuation Procedures CHECKED (CEA)

9. Checklist COMPLETE (CEA)

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All crew members will advise primary LM when checklist is complete. Primary loadmaster will advise cockpit when checklist is complete.

10. 1,500' AGL.....**“PREPARE FOR LANDING” (PNF)**

All crew members make compliance check and occupy assigned seat/jump seat.

11. 250' AGL.....**“BRACE FOR IMPACT” (PNF)**

a. Primary crew members repeat, if necessary.

b. Primary crew members assume crash position at

designated exit.

- c. All crew members remain seated until aircraft comes to a complete stop.

12. Command Evacuation

..... **“EVACUATE, EVACUATE, EVACUATE” (PNF)**

If designated signal given from cockpit evacuate the aircraft.

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C-32B PLANNED DITCHING BRIEFING (PA)

The Aircraft Commander has informed me that it may be necessary to ditch the aircraft. The following information we will give you is to prepare you for a safe and orderly evacuation of the aircraft.

Please direct your attention to the aircrew members in the aisles.

Fasten your seatbelts (low and tight). Place your tray tables and seat backs to their upright position, and ensure all carry-on items are properly stored (under seat or in overhead bins).

Remove your lifevest from underneath your seat.

PAUSE

Place the vest over your head and wrap the strap over your waist. Attach the buckle into the fitting and pull the loose end tight around your waist.

DO NOT inflate your vest at this time.

After exiting the aircraft, pull down on the red tabs to inflate the vest. If the vest does not inflate, it can be orally inflated using the tubes located at each shoulder.

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PAUSE

DO NOT inflate the vest until after you have left the aircraft.

There are two doors in the forward cabin, two doors in the mid cabin and two doors in the aft cabin. Each door is equipped with a slide/life raft.

Please take a moment and determine the exit closest to you

PAUSE

Just prior to touchdown, you will be instructed to “brace”.

To brace, sit back as far as you can in your seat.

Ensure your seatbelt is low and tight around your waist.

Bend as far forward as possible and grab your ankles or cross your wrists and place your forehead on the seatback of the seat in front of you.

PAUSE

You must stay in the brace position until the aircraft comes to a complete stop.

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Once the aircraft comes to a complete stop, follow the instructions of the crew members. Release your seatbelts and move to the nearest exit.

DO NOT take anything with you.

At this time, remove all sharp objects for collection by another crew member.

PAUSE

At this time locate the briefing card that is in the seat pocket in front of you and familiarize yourself with exit locations and operating instructions. Crew members will be available to answer any questions.

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C-32B DITCHING DOOR EXIT BRIEFING POINTS

DO: Take both assistants to the door you are responsible for briefing.

SAY: I NEED YOUR ASSISTANCE IN THE EVENT WE NEED TO EVACUATE.

BOTH OF YOU COME TO THIS EXIT WHEN:

The aircraft comes to a complete stop and you hear the command **“RELEASE YOUR SEATBELTS, COME THIS WAY”**.

WHEN YOU GET TO THIS EXIT, I WANT YOU TO KEEP THE PEOPLE BACK.

DO: Position assistants to hold their arms up with their backs to the flow of traffic.

SAY: I WILL OPEN THE DOOR AND INFLATE THE SLIDE. AFTER THE SLIDE INFLATES, BOTH OF YOU WILL:

DO: Show the briefing card.

SAY: INFLATE YOUR VESTS, WALK TO THE END OF THE RAFT AND SIT DOWN ON THE FLOOR. ENSURE THE PASSENGERS INFLATE THEIR VESTS AND SIT DOWN ON THE FLOOR.

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ENSURE BOTH SIDES OF THE SLIDE ARE USED

DO: Show the briefing card.

SAY: IF SITTING ROOM ON THE SIDE OF THE SLIDE IS UNAVAILABLE, PLACE REMAING PASSENGERS IN THE CENTER OF RAFT.

ASK: Ask each assistant.

Q: WHEN WILL YOU COME TO THIS EXIT?

A: When the aircraft comes to a complete stop and you hear the command, **“RELEASE SEATBELTS, COME THIS WAY”**.

Q: WHAT WILL BOTH OF YOU DO WHILE I OPEN THE EXIT?

A: Keep the people back.

Q: AFTER THE DOOR IS OPEN AND THE SLIDE INFLATES, WHAT DO YOU DO NEXT?

A: Inflate vest, walk to the end of the raft and sit down.

Q: WHAT WILL YOU ENSURE THE PASSENGERS DO TO THEIR VESTS?

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A: Inflate them.

Q: IF SITTING ROOM ON THE SLIDE OF THE RAFT IS UNAVAILABLE, WHERE WILL YOU SEAT THE PASSENGERS?

A: In the center of the raft.

SAY: To the first assistant

IF I AM UNABLE TO OPEN THIS EXIT, YOU WILL OPEN THIS EXIT AND COMMAND THE EVACUATION. FIRST, YOU MUST LOOK FOR WATER.

DO: IF YOU DO NOT SEE WATER ENTERING THROUGH THE BOTTOM OF THE DOOR SEAL, OPEN THE DOOR BY:

SAY: IF THERE IS WATER, DO NOT OPEN THIS DOOR. BOTH OF YOU GO TO THE NEAREST EXIT AND GET OUT.

IF THERE IS NO WATER, OPEN THIS EXIT.

SAY: ROTATE HANDLE IN THE DIRECTION OF THE ARROW. ENSURE DOOR IS COMPLETELY OPEN AND PULL RED LOOP HANDLE AT THE BOTTOM OF THE DOORSILL.

DO: Show briefing card.

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SAY: AFTER THE SLIDE INFLATES, EVACUATE THE AIRCRAFT
UNTIL YOUR AREA IS CLEAR OR THE RAFT IS FULL.

THEN INFLATE YOUR VEST AND GET INTO RAFT.

IF THERE IS NO CREW MEMBER IN THE RAFT,
DETACH THE RAFT FROM THE AIRCRAFT BY:

Q: IF A CREW MEMBER IS NOT ONBOARD THE RAFT,
WHAT WILL YOU DO?

A: Lift the flap, pull the loop and cut the cord.

ASK: The second assistant.

Q: WHAT WILL YOU DO WHILE THE DOOR IS BEING
OPENED?

A: Arms up and position back to the flow of traffic.

DO: Position assistants near exit.

**RETURN TO STEP 8, PAGE 3, ON THE PLANNED
DITCHING CHECKLIST**

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BACKEND CREW MEMBER (CEA) BRIEFING GUIDE

This checklist complements AFSOC AFI 11-2C-32BV3. Aircrews will use the applicable briefing guide when performing special operations. Carry this information in the USAF flight crew checklist. Additional notes and supplemental information may be added IAW current instructions.

Refer to AFI 11-2C-32B Vol. 3 for amplified procedures and procedures for submitting recommended changes.

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PASSENGER BRIEFING

NOTE: This briefing will be given and demonstrated anytime passengers are on board. The briefing may be given verbally (P.A.) or with the use of the aircraft video system.

DEPARTURE BRIEFING

1. "May I have your attention, please? Welcome aboard (Call Sign). The Flying time to (Destination) is (Duration).
2. "At this time please ensure all carryon baggage is stowed in

an overhead bin or under the seat in front of you, take your seats, and ensure your seat belt is securely fastened, your tray table or table leaf is stowed, and your seatback is in the full upright position.”

3. “Our aircraft is pressurized, should the loss of pressure occur, oxygen masks will drop from a panel above you, pull the masks towards you to start the flow of oxygen. Place the mask over your nose and mouth and place the retainer band around your head; pull on the tabs to tighten. The bag will not inflate but oxygen will be flowing, breath normally. Ensure you put on your own mask before helping others.”

4. “Emergency exits are located throughout the aircraft. Please familiarize yourself with the exit nearest to you, remember the nearest exit maybe behind you.”

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5. (OVERWATER ONLY) “Because our route takes us over water, a life vest is located under your seat. To use the life vest open the package and place the life vest over your head, connect the straps from around your back to the ring in front, tighten by pulling on the loose ends. Do not inflate the life vest until you have exited the aircraft. To inflate pull on the two red handles, if the vest fails to inflate you can inflate it by using the manual inflation tubes. Your seat cushions can also be used as a flotation device.”

6. “Please do not put your feet on, or sit on the seat armrests. They are not stressed to hold any weight. As with all flights there is no smoking aboard this aircraft.”

7. “Throughout the flight please comply with the instructions of the passenger advisory signs located forward and above your head. If there are any questions concerning the flight please do not hesitate to ask. Thank you.”

AFTER TAKEOFF BRIEFING

NOTE: This portion of the brief will be given upon

notification by the pilot or when the FASTEN SEAT BELT sign has been extinguished.

1. "May I have your attention, please? The pilot has turned off the FASTEN SEATBELT sign. At this time, movement within the cabin is permitted. However, while seated we recommend that your seat belt be loosely fastened. Thank you."

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FASTEN SEATBELT SIGN COMES ON DURING FLIGHT

1. "MAY I HAVE YOUR ATTENTION, PLEASE? The pilot has turned on the fasten seatbelt sign, at this time please take your seats and fasten your seatbelts until further advised. Thank you."

IN-FLIGHT REFUELING BRIEFING

NOTE: This briefing will be given when the rendezvous checklist is initiated.

1. "May I have your attention, please? We are about to commence aerial refueling operations. Please take your seats and fasten your seatbelt until further advised. During this time, it is normal to experience turbulence, as might be expected in rough weather. Thank you."

NOTE: When challenged during the rendezvous checklist the "CABIN SECURE" call will be given.

PRE-ARRIVAL BRIEFING

NOTE: This briefing will be given in two parts. Acquire current local time, landing time, and weather from the AMSS or pilots prior to this brief.

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The first part will be given when the FASTEN SEATBELT sign illuminates for initial decent. Ensure all passengers are awake prior to giving this part of the briefing.

1. Part 1. “May I have your attention please? We have started our decent for landing at (*Destination*), we will be landing approximately (*Landing Time in local & Z*). The current temperature is (*Degrees*), and the weather is (*dry, raining, etc.*). At this time please ensure all carryon baggage that has been taken out during flight is stowed in an overhead bin or under the seat in front of you, take your seat, and fasten your seatbelt. Thank you.”

NOTE: This portion of the brief will be given when the landing gear is lowered.

2. Part 2. “May I have your attention, please? We are preparing to land. Please ensure your seatbelt is securely fastened, your tray table or table leaf is stowed, and your seat back in the full upright position. Thank you.”

AFTER LANDING BRIEFING

NOTE: This portion of the brief will be given once the aircraft is clear of the runway.

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1. “Please remain seated until the aircraft has come to a complete stop and the pilot has turned off the FASTEN SEATBELT sign. Please be careful opening the overhead bins because items may have shifted during the landing. Thank you.”

EN ROUTE DEPARTURE BRIEFING

1. “May I have your attention, please? Welcome aboard the continuation flight of (Call Sign). The flying time to (Destination) is (Duration). At this time, please ensure all carryon baggage is stowed in an overhead bin or under the seat in front of you, take your seats; ensure your seatbelt is securely fastened, your tray table or table leaf is stowed, and your seatback is in the full upright position. Thank you.”

N-93**AFI 11-2C-32B, Vol 3, CL-1****26 August 2011****AIRSTAIRS OPERATION**

This checklist complements AFI 11-2C-32BV3. Carry this information in the USAF flight checklist. Additional notes and supplemental information may be added IAW current instructions.

Refer to Volume 3 for amplified procedures and procedures for submitting recommended changes.

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N-94**26 August 2011****AFI 11-2C-32B, Vol 3, CL-1****DEPLOYING AIRSTAIRS**

1. CurtainOPEN and SECURED
2. Power CordCONNECTED
3. Power ON
4. Retract SwitchDEPRESS
(Hold switch until movement stops)
5. Jettison Block and PinINSTALLED
(Ensure Pin is safety wired in position)
6. Pip PinsREMOVED and STOWED
7. Door 1LOPEN
(Ensure gust lock engages)
8. Latch PinsRELEASED
9. AirstairsDEPLOYED POSITION
(Push airstairs fwd then outboard)
10. Latch PinsDEPRESSED
(Ensure pins seat in floor mounts)

11. Pip Pins.....INSTALLED

12. Threshold step LOWERED

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13. Ready Light ON

NOTE: If ready light is not on, ensure the aft latch pin is fully seated.

CAUTION: Make certain that no vehicles, personnel or any obstruction is in the way of the airstairs deployment to extend mode area.

14. EXTEND switch.....DEPRESS and HOLD

NOTE: Hold the extend switch until the airstairs has been fully deployed and is resting on the ramp.

NOTE: The hydraulic system powers the airstairs thru approximately 80% of rotation. At this point, the cutoff switch interrupts power to the hydraulic pump the airstairs extends by gravity.

15. LATCHED Light..... ILLUMINATED

CAUTION: Latch position indicating light must be ON when the airstairs contacts ground; otherwise damage will result to mechanism.

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NOTE: In the event that the latches fail to engage (no latch position indicator light), stop airstairs prior to contacting the ground by releasing the EXTEND switch. Retract the airstairs approximately two feet off of the ground. Depress the EXTEND switch and watch for the position light. If the latches fail to engage again, stop motion of the airstairs by releasing the EXTEND switch. Manually engage the latches from the ground and extend the airstairs completely. Notify maintenance of failure.

16. EXTEND switch.....RELEASED

17. POWER switch.....OFF

RETRACTING AIRSTAIRS

1. POWER switch..... ON

2. READY light ON

NOTE: Ensure the airstairs are clear of personnel and equipment prior to retracting.

3. RETRACT switchHOLD
(Hold switch until movement stops)

4. RETRACT switch RELEASE

5. POWER switch.....OFF

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6. Threshold stepRAISED

7. Pip Pins.....REMOVED and STOWED

8. Latch PinsRELEASED

9. Airstairs STOWED POSITION

NOTE: Ensure that the power cable is kept clear as airstairs are moved.

10. Latch PinsDEPRESSED
(Ensure pins seat in floor mounts)

11. Door 1L CLOSED and ARMED

12. Pip Pins INSTALLED

13. Curtain SECURED

NOTE: Latch pins engagement must be verified prior to taxi and takeoff.

CAUTION: Do not leave airstairs extended for a long period of time (1 Hour) under snow, rain and icing conditions.

CAUTION: Do not use chemical de-icing on the airstairs. Should there be a usage of de-icing agents, the airstairs shall be removed and shipped back to the manufacturer for reconditioning.

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CAUTION: The airstairs must not be operated continuously more than 5 cycles at a time, and after every 5 cycles it must be allowed to cool off at least 15 minutes, otherwise damage to the pump-motor may occur.

WARNING: Observe weight limits on airstairs. Maximum weight limits are 250 pounds on every other step under a 1.5 G load.

AIRSTAIR EMERGENCY RETRACT

1. Hand Pump SECURED
(Ensure both locks are fully engaged)

2. Access plate REMOVED
Screwdriver is located under 1R FA seat)

3. Quick Disconnect Caps REMOVED

4. Quick Disconnect Hoses..... CONNECTED

(Take the hose that is connected to the OUT side of the pump and connect to the IN fitting on the airstairs. The hose that is connected to the IN side of the pump is connected to the OUT side of the airstairs.)

5. Manual Override.....DEPRESSED and LOCKED
(Turn manual override to the DN (manual down) position)

6. Hand pump ACTUATE
(Actuate pump until airstairs are fully retracted)

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7. Quick Disconnect Hoses..... DISCONNECTED

8. Quick Disconnect Caps INSTALLED

9. Access plate INSTALLED
(Return screwdriver under 1R FA seat)

10. Hand Pump REMOVED and STOWED

11. Threshold step RAISED

12. Pip Pins REMOVED and STOWED

13. Latch Pins RELEASED

14. Airstairs STOWED POSITION

NOTE: Ensure that the power cable is kept clear as airstairs are moved.

15. Latch Pins DEPRESSED
(Ensure pins seat in floor mounts)

16. Door 1L CLOSED and ARMED

17. Pip Pins INSTALLED

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18. CurtainSECURED

NOTE: Latch pins engagement must be verified prior to taxi and/or takeoff.

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JETTISONING AIRSTAIRS

NOTE: Jettisoned airstairs weighs approximately 412 lbs.

1. Ground personnel POSITIONED
2. E/E bay door OPEN

NOTE: A small ladder will need to be taken down to gain access to the outer E/E bay door for re-entry into the aircraft.

3. Strap CONNECTED
(Ground Personnel connect strap to lower section of the airstairs)

4. Power OFF

5. Circuit breakers PULLED
(Pull three circuit breakers on P-6-1 panel)

6. Cannon plug DISCONNECTED
(Aft of door 1L)

7. Jettison pin and block PULLED

NOTE: Due to confined space the block may not be able to be removed. It will fall clear as the airstairs are jettisoned. Ensure ground picks up the block to prevent FOD damage.

8. Pip Pins REMOVED and STOWED

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9. Latch Pins RELEASED

10. Coordinate with ground ACCOMPLISHED

11. Airstairs PUSH OUT
(As ground pulls, push airstairs out of the door and clear of the aircraft)

CAUTION: Ensure you are not holding onto or have loose clothing that can get caught on the airstairs as they are being jettisoned.

NOTE: Ground person(s) must pull the airstairs clear of the landing gear and the engine.

12. Lower CarriageRETRACTED and STOWED

13. Door 1L CLOSE and ARMED

14. E/E bay door CLOSED

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